



Dear Sargento Contribution Recipient:

Enclosed please find the requested contribution check. Note that Sargento Foods Inc. has a responsibility in preserving this donation for tax purposes, per the following IRS regulation.

IRS regulations effective January 1, 1994 require donors who give gifts of \$250 or more in cash or property obtain written substantiation of their contribution from the recipient organization specifically stating the donation amount in order to preserve the charitable deduction for tax purposes. A canceled check is no longer considered sufficient evidence of a cash contribution. The written substantiation should also note whether the recipient organization provided any goods or services, in whole or in part, for the contribution and, if so, provide a description and good-faith estimate of the value of those goods or services. The law requires charities to furnish disclosure statements to donors for such quid pro quo donations in excess of \$75.

Please complete the information below and return this letter within 30 days to *:

Sargento Foods Inc.
Julie Luedtke, Senior Financial Tax Analyst
One Persnickety Place, Plymouth, WI 53073

* Please note, this letter **must be** returned **only if** your organization isn't providing a formal substantiation letter printed on company letterhead that addresses **all items** found in the above-noted IRS regulation.

I am sure you can appreciate our need for this tax information. If you have any questions about this procedure, please contact Julie Luedtke either by phone at (920) 892-3416, by fax at (920) 892-6536 or by e-mail at tax@sargento.com

Thank you for your cooperation.

Sincerely,
Sargento Foods Inc.

Please complete the following information:

- ☐ State the name of your organization
- ☐ State the check # and check date of this donation
- ☐ State the \$-amount of this donation
- ☐ List any non-cash donation items you received (e.g. pounds of cheese, snacks, etc.)
- ☐ List the goods/services your organization provided to Sargento in exchange for this donation (e.g. event tickets, banquet table, etc.) *
 - ☐ State the total \$-value of these tickets, etc. *
- ☐ Please sign, include the date & your phone number

* No need to list or include any advertising or signage values

