



*First here, then anywhere.*

### IN-KIND DONATION FORM

A gift-in-kind is a non-cash donation of physical property or services. Examples of gifts-in-kind include, but are not limited to: books, supplies, equipment, artwork, furniture and building materials. Your donation may be tax deductible as allowable by law.

Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

#### **Donor Information**

Company or Individual Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Description of Item (include quantities): \_\_\_\_\_

Estimated Fair Market Value of Item (by donor): \$ \_\_\_\_\_

Donor/Organization name as you would like it to appear on acknowledgements: \_\_\_\_\_

Allendale Columbia School gratefully acknowledges your in-kind contribution. The following information is being provided for your convenience and does not constitute legal advice on behalf of Allendale Columbia School or its volunteers and employees. You are strongly encouraged to consult with your tax advisor and refer to the IRS publications referenced below:

- For donations that exceed \$5,000, the donor must:
  - Complete ALL parts of IRS Form 8232 and submit the completed form to Allendale Columbia School for signature.
  - Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed, and dated by a qualified third-party appraiser.

The value of any item, regardless of the amount, is used for internal gift reporting only – Allendale Columbia School is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Solicited by (please print legibly): \_\_\_\_\_ Date Received: \_\_\_\_\_