



**Benilde-St. Margaret's**

A Catholic, college preparatory school, grades 7-12

## Gift-In-Kind Donor Form

Event Name (if applicable): \_\_\_\_\_ Event Date: \_\_\_\_\_

Volunteer Solicitor Name: \_\_\_\_\_

***PLEASE NOTE: Receipt cannot be issued without complete information.***

### Donor Information

Donor is:  Individual  Organization/Company

Name (as it should appear on receipt and in print): \_\_\_\_\_

(BSM is authorized to publish the donor's name)

Name of Contact Person (for Organization/Company): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### Item Information

Item Name: \_\_\_\_\_

Estimated Fair Market Value of Item \$ \_\_\_\_\_ (Determined by Donor)

(an employee of BSM may not provide a donor estimated value)

Item Description (please specify color, size, material, time available, or other requirements): \_\_\_\_\_

### Donor Signature

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

The Donor Signature line must be signed to verify that the "estimated fair market value" amount was provided by the actual donor

Benilde-St. Margaret's (BSM) is a 501(c)(3) nonprofit organization, Tax I.D. No. 41-1240936. Per IRS regulations, any item you value over \$500 requires the Donor to file IRS Form 8283. Any item you value over \$5,000 requires a qualified, certified appraisal of the donation which must be attached to this form and Form 8283 (Part IV) to be completed by BSM.

Contributions of services and partial interest (e.g. use of beach/ski condo) are not deductible as charitable contributions. Should you have any questions on the above, please refer to [www.irs.gov](http://www.irs.gov) publications 526 and 561, and consult your tax advisor.

Check appropriate selections:

Tangible Item or  Certificate (if this donation is a gift certificate, please attach)

Donor will provide display materials (e.g. brochures, photos, posters, etc.) for intangible items.

Item needs to be picked up. Location \_\_\_\_\_ By \_\_\_\_\_ (date)



## Donor Form Instructions for Gift-In-Kind Donations

1. A donation form must be completed for every gift, tangible, or intangible.
2. Fill in the donor's name, address and phone number. The donor is the person and/or company actually donating the item. The contact name is of the person filling out the form.
3. To ensure proper acknowledgement and an accurate receipt, it is very important that the address, zip code and phone number are complete and accurate.
4. The Donor Signature line must be signed to verify "the estimated fair market value" amount was provided by the actual donor.
5. Describe the item or service fully. Please be as descriptive as possible.
6. The "estimated fair market value" is the value of the item according to the donor.
7. If the item is over \$5,000, you will need to provide an appraisal and form IRS 8283; additionally, you must provide your social security number. These requirements are for YOUR tax records. A donation of service or partial interest by the donor cannot be receipted. Examples include: a massage; a consultation; an interior designer painting a living room; frequent flyer miles; use of a beach or ski condo; and/or advertising space. Should you have any question, please refer to [www.irs.gov](http://www.irs.gov) publications 526 and 561, and consult your tax advisor.
8. Check appropriate selections. Is the donation a gift certificate will you be providing display materials? Does the item need to be picked up?
9. Return the donation form with the item directly to Benilde-St. Margaret's.