



CHAD GIFT-IN-KIND DONATION FORM

INSTRUCTIONS

- 1) A donation form must be completed for every in-kind gift (tangible or intangible). Please print information as legibly as possible. **All information is required on this form.**
- 2) Please describe the donated items or service fully.
- 3) If your in-kind donation is valued over \$500, you must complete IRS Form 8283 "Noncash Charitable Contributions" and submit with your tax return in order to claim a deduction; and if your in-kind donation is valued at over \$5,000, you need to provide an appraisal. Should you have any questions, please refer to IRS Publication 526 "Charitable Contributions" and IRS Publication 561 "Determining the Value of Donated Property" and/or consult your tax advisor. Please note that contributions of services are not deductible as charitable contributions.

DONOR INFORMATION

DONOR IS: Individual Company/Organization

Donor Name (as you wish to be recognized)

Contact Name (if different from above)

Title

Address

City/State

Zip Code

Personal Email Address

Business Email Address

Phone Number (with area code)

Business Phone Number (with area code)

GIFT INFORMATION

Description of donated item or service:

Gift Restrictions (check one)

- Donor Stipulations or limitations (*Attach donor statement on detail of stipulation or limitation*)
- Gift to be retained or used for designated purposes
- *Gift may be sold, proceeds to be used for designated purpose
- *Gift will be sold and proceeds used for: _____

*SS# or TIN _____ must be provided for individuals who have contributed gifts-in-kind valued at more than \$5,000 that may or will be sold.

GIFT VALUE

Estimated Fair Market Value: \$ _____ (*to be provided by the Donor*)

VALUATION METHODS (CHECK ONE)

Please attach at least one of the following (check all that apply)

- Donor/Vendor documentation (invoice, receipt, letter)
- Itemized Inventory List
- Published Value (catalog, etc)
- Qualified Appraisal (for Items valued \$5,000+)

DONORS SIGNATURE & DATE

Signature

Date

FOR INTERNAL PURPOSES ONLY

Received By

Signature

Date Received

CHAD is a nonprofit organization under 501 (C)(3) of the Internal Revenue code; therefore your donation may be tax deductible as allowable by law. However, please note that IRS guidelines established by the IRS do not permit us to provide you with an estimated value of your contribution. PLEASE RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS. CHAD's Federal TAX ID Number is 36-3246645.