

Donor Name: _____ Date of gift: _____
(Please print)

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ E-mail: _____

Detailed description of gift(s) (please be as specific as possible) (use back of form or attach a separate sheet if needed):

Donor's cost basis: _____ Fair market value of the item contributed: _____

How was fair value determined - Please check one

- Thrift shop value Comparable sales Appraisal attached
 Catalog value Receipt attached / Purchase Price (for items valued at \$5,000+)
 Other _____

Charity Auction donors who provide goods for charities to sell at an auction often ask the charity if the donor is entitled to claim a fair market value charitable deduction for a contribution of appreciated property to the charity that will later be sold. Under these circumstances, the law limits a donor's charitable deduction to the donor's cost (tax basis) in the contributed property and does not permit the donor to claim a fair market value charitable deduction for the contribution.

Fort Hays State University Foundation gratefully acknowledges your in-kind contribution. The following information pertaining to your in-kind contribution is being provided for your convenience and does not constitute legal advice on behalf of Fort Hays State University, Fort Hays State University Foundation or their employees. **You are strongly encouraged to consult with your tax advisor and refer to the IRS publications referenced below:**

- To claim a tax deduction for in-kind gifts valued between \$500 and \$5,000, the donor must complete Part 1 of IRS Form 8283.
- For gifts that exceed \$5,000, the donor must
 - Complete ALL parts of IRS Form 8283 and submit the complete form to the Fort Hays State University Foundation for a 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.

Donor's Signature: _____ Date: _____

Gift-in-Kind received by:

Receiving party's signature: _____ Date: _____

Receiving party's printed name: _____

Department: _____

Please attach any supporting documentation you may have. Keep a copy and return the original to the
Fort Hays State University Foundation ~ Robbins Center
One Tiger Place ~ P.O. Box 1060 ~ Hays, KS 67601
 Phone 785.628.5620 ~ Fax 785.628.5625 ~ Toll 888.628.1060
 ~ Federal Tax ID - 48-6108086 ~