

In-Kind Gift Donation Form

Thank you very much for making an in-kind donation to Kingsborough Community College. This form will help us to properly record and acknowledge your generous gift. Please fill out this form completely and accurately with all available information and details about your donation. Legibility is essential for our records and for report accuracy, so please print carefully. Be as specific about your donation as possible. Print the donor's name exactly as you would like it to appear in publications.

Donor Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Email Address:** _____

Description of Gift/ Donation (please be specific):

Estimated Dollar Value: \$ _____

NOTE: The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. Only donors can determine the fair market value of their donation. IRS publication 563, *Determining the Value of Donated Property* is helpful for individuals, partnerships, and corporations who make non-cash contributions. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283.

Value returned to the Donor: \$ _____

NOTE: If services were given in return for this donation (for example, tickets to a dinner or event), the value returned to the donor must be noted.

Restrictions (if any):

Reason for Donation (optional):

Pick up instructions (if applicable):

Signature: _____ **Date:** _____

FOR OFFICE USE
Item received on:
Receipt sent on:

Item received by:
Receipt sent by:

For more information call: 718.368.4539

Thank you for supporting Kingsborough Community College.