

Emory University
Office of Alumni and Development Records
809 Gatewood Road
Atlanta, GA 30322

Gift-In-Kind Contribution Form

Gift made by: _____ Date of gift: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ E-mail: _____

Detailed description of gift(s) (Please attach additional pages if you need more space):

I estimate the fair market value of this contribution to be: _____ *

***Notes to donor(s):**

Emory University 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 Emory University or its employees.

You are strongly encouraged to consult with your tax advisor and refer to IRS Form 8283 referenced below:

- To claim a tax deduction for in-kind gifts (non-cash charitable contributions) valued between \$500 and \$5,000, the donor must complete Section A of IRS Form 8283 and present substantiated documentation with the donor's tax return.
- To claim a tax deduction for in-kind gifts (non-cash charitable contributions) that exceed \$5,000, the donor must
 - Complete Sections A and B of Form 8283. A representative of Emory University (Controller's Office) is required to sign the Form.
 - Submit to the IRS 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 appraisal does not need to be submitted to Emory University.

The value of any item, regardless of the amount, is used for internal gift reporting only—Emory University 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:** _____

I, _____ (Name and Title), received
the above gift(s)-in-kind on behalf of Emory University.

Receiving party: _____ **Date:** _____

Internal Use:

School: _____ FAS Account: _____ Contact: _____ Phone: _____

Please attach any supporting documentation (invoices, appraisals, etc.)