



GIFT-IN-KIND DONOR RECEIPT FORM

Event Name (if applicable):		Event Date:	
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Volunteer/Solicitor Name:	
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Donor Information

Donor is (check one) : Individual Organization/Company

Donor Name (as it should appear on receipt and in print):	
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Name of Contact Person (for Organization/Company):	
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Address:	
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City/State/Zip:		Home Phone:	
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Business Phone:		E-mail address:	
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Item Information:

Item Name:	
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Estimated Fair Market Value of Item (determined by donor):	\$
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Check appropriate selections:

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

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

Item Delivered/Dropped off Item Picked Up Location: _____ Date: _____

Item Description (please specify color, size, material, time available, or other attributes):

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Donor Signature:

Donor Signature: _____	Date: _____
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Volunteer/Staff Signature:

Date:

The Donor Signature line must be signed to verify that the "estimated fair market value" amount was provided by the donor. Denver Waldorf School gratefully acknowledges In-Kind gift(s). Please keep this receipt. In-kind donors do not receive any goods or services for their contribution. Therefore, your contribution is tax deductible to the extent allowed by law. The Denver Waldorf School cannot attach a proper dollar value to your gift. Federal tax laws impose certain reporting obligations for charitable contributions of property other than cash. Per IRS regulations, any item you value over \$500 requires IRS Form 8283 and any item you value over \$5,000 also requires a written appraisal. Contributions of services and partial interest (e.g., use of beach condo) are not deductible as charitable contributions. Should you have any questions, please refer to www.irs.gov publications 526 and 561, and consult your tax adviser.

Questions may be directed to the Director of Development, 303-777-0531 x 107 / develop@denverwaldorf.org
 The Denver Waldorf School • 2100 S. Pennsylvania St. • Denver, Colorado 80210 • www.denverwaldorf.org
 The Denver Waldorf School Association is a 501(c)(3) nonprofit organization, Tax I.D. No. 84-0717615.

Donor Instructions

1. A donation form must be completed for every gift, tangible or intangible. Please print or type the information as legibly as possible. This form serves as an accurate depiction of the item and serves as the donor's receipt for tax purposes.
2. Fill in the donor's name, address, and phone number. The donor is the person and/or Name company actually donating the item. The contact name is the person filling out the form.
3. To ensure proper acknowledgment, it is very important that the email address, shipping 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" Signature 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 your item is valued over \$500, the donor will need to fill out IRS Form 8283 for their own taxes. If the item is over \$5,000, the donor will need to provide an appraisal. Other information may be requested or needed by the organization. These requirements are for your tax records.
 - a. A donation of a service or partial interest by the donor cannot be receipted. Examples include:
 - i. Massage, a consultation, an interior designer, painting a living room, frequent flyer miles, use of a beach condo, and advertising space. Should you have any question, please refer to www.irs.gov publications 526 and 561, and consult your tax adviser.
8. For any assistance or questions, please contact the Director of Development at The Denver Waldorf School.