



Gift-in-Kind Acceptance Form

To Be Completed by
Center for Vision Loss Agency Staff

Donor Name (Individual or Business): _____

Contact Name (if Business): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Value of Gift: _____

How was value determined? ☐ Not Determined ☐ IRS Qualified Appraiser

☐ Internet Research ☐ Other (Please explain.)

Description of Gift (Brand, Model, Serial #), VIN #, etc.):

Printed Name of Agency Staff Member Accepting Donation

Printed Name of Donor

Signature of Agency Staff Member Accepting Donation

Signature of Donor

Date Gift Received: _____

- All gifts of equipment and materials donated become Center for Vision Loss property.
- Gifts of motor vehicles shall include title, bill of sale (if applicable) and IRS Form 1098-C.
- In addition to the above, if value is over \$5,000, IRS Form 8283 signed by an IRS qualified appraiser and written appraisal is required.
- You may be required to contact LCC Facilities Management for Title Transfer process.
- You may be required to contact the Center for Vision Loss for assignment of Fixed Asset Number.
- See second page for additional instructions.
- If you need help completing this form or have questions, please contact us at (610) 433-6018 Ext. 244.



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Instructions

Center for Vision Loss – Gift-in-Kind Details & Instructions

Definition: Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to Center for Vision Loss without compensation. These gifts may include equipment, vehicles, materials, supplies, and other personal property a donor might give to the Center for Vision Loss for use in pursuing its mission within the community.

Gifts of services are not considered to be a tax-deductible contribution. Please see IRS guidelines for further details.

If the item(s) donated will remain in the agency's possession, a fixed asset number will be assigned by the Finance and Personnel Manager.

If the item donated to the agency is sold, transferred or disposed of within three years from the date of the gift, the Center for Vision Loss will provide the donor with the appropriate sale information so that they can comply with IRS regulations in reporting such a transaction.

The donor and Center for Vision Loss staff member will complete the Gift-In-Kind Acceptance Form. The staff member receiving the item will send the completed form to the Director of Advancement for receipting. The Director of Advancement will provide a copy of the form to the Finance and Personnel Manager for appropriate record keeping.

In-Kind Donations up to \$5,000:

If the donation is from \$500 to \$4,999.99, the agency staff representative accepting the gift should inform the donor that an IRS Form 8283 will need to be filed with their tax return to claim the deduction and should advise the donor to contact his/her tax consultant.

In-Kind Donations of \$5,000 and above:

If the donation is \$5,000 or more, the agency staff representative accepting the gift shall inform the donor that an IRS Form 8283, signed by an authorized appraiser, is required by the IRS and the agency, in addition to a copy of the appraisal.

In-Kind Donations of Motor Vehicles:

In addition to the completed Gift-in-Kind Form (including donor's Tax ID Number and/or Social Security Number), please provide the Center for Vision Loss with a copy of the Vehicle Certificate of Title (front and back), copy of the Bill of Sale, IRS authorized appraisal (if value is over \$5,000.00), and IRS Form 1098-C and IRS Form 8283.

When an in-kind gift of a vehicle has been received by the agency, please inform the Finance and Personnel Manager and Director of Advancement.

Please return all forms digitally or in print to Christe Konopitski, Director of Advancement.

christe.konopitski@centerforvisionloss.org | Lehigh Valley Campus

IRS Form 8283: <http://www.irs.gov/pub/irs-pdf/f8283.pdf>

IRS Form 1098-C: <http://www.irs.gov/pub/irs-pdf/f1098c.pdf>