



GIFT IN-KIND FORM

Your information

Name _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Work Phone _____ Cell Phone _____

I am giving on behalf of a company _____
Company

Your gift

Description of property: _____

Donation Value: \$ _____ Date received at WLU: _____

Department Receiving gift: _____ WLU Contact receiving gift: _____

* Gifts to the WLU Foundation may be tax deductible.

Your gift valuation

Gifts \$5,000 and under:

Gifts of \$5,000 and under may be reported at the value declared by the donor or placed on them by a qualified expert on the faculty or staff of the institution. A qualified expert of the institution is a faculty member, department head, or staff member who has specialized training or experience to qualify as an expert.

- Faculty Memo
- Or, Invoice/Itemized List
- Or, Donor signature:

Gifts \$5,000.01 or more:

Gifts of \$5,000.01 or more will be reported at the fair market value placed on them by a qualified independent appraiser employed by the donor as required by IRS. A published retail price list may be used for corporations donating new equipment.

- Invoice/Itemized List
- Or, Qualified Appraisal

Tax Information: **Each donor is responsible for his/her own Federal and State tax returns. The Foundation does not provide estimates of value for gifts in-kind of similar information. The Foundation does not give legal, tax or accounting advice. Each donor is encouraged to seek appropriate legal, tax and accounting advice from competent professionals of their choice.*