Gift-in-Kind Auction Donation Form

Lane Community College Foundation

16th Annual Harvest Dinner - 2018

LCC Foundation Tax ID # 23-7113266

Please return this form and your items no later than September 30, 2018 for inclusion in our auction.

- Can you deliver your donation **(physical items only)?** **Yes** **No** **(PLEASE mail gift certificates/gift cards)**
- Date item will be available for delivery or pick up: _____

Please Mail Gift Certificates/Cards To:
LCC Foundation - Harvest Dinner
4000 East 30th Ave, Building 19, Room 270
Eugene, OR 97405-0640

To Arrange For Physical Item Pickup:
Heather Lee: (541) 463-5777
Event and Stewardship Coordinator
Email: heather@laneccfoundation.org

- Would you like the Foundation to create your Gift Certificate for you? **Yes** **No**

If possible, Gift Certificates should be made valid through November 2019

Name: _____
(Please Print Your Name / Business Name As You Prefer It to Appear In the Program)

Business Contact: _____ **Title:** _____

Address: _____

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

Phone: _____ **Fax:** _____

Email: _____

Description of Donation (Example: card/certificate, quantity, name of art, # of rooms, price per item, etc.):

_____

_____

_____

_____

Restrictions / Limitations: _____

Expiration Date: _____ **Estimated Value: $** _____

Should your item not sell during this year's Auction, it will be considered an in-kind donation to the LCC Foundation for other purposes or future events. Please consult with a tax professional to determine the extent of your gifts' tax benefit.

Foundation Use Only:

Date Auction Item Received: _____ Located: Storage Binder Other _____

Entered in GG: _____ Date: _____ Entered in RE: _____ Date: _____

LANE COMMUNITY COLLEGE FOUNDATION GIFT-IN-KIND INSTRUCTIONS

Definition:
Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to Lane Community College without compensation. These gifts may include equipment, materials, supplies, artwork, and other personal property a donor might give to Lane for use in its educational programs or to the LCC Foundation for use in its annual auction or employee campaign. Gifts of services are not considered to be a tax-deductible contribution.

Questions about specific gifts should be directed to the Foundation Director at (541) 463-5804.

Donations up to $5,000:
Donor completes the Gift-In-Kind Auction Donation Form. All auction donations will be designated to the LCC Foundation Harvest Dinner & Auction Fund (01217). Donor and/or LCC Department completes the Gift-in-Kind Form (not specific to auction). LCC Department designates department fund to receipt donation (not specific to auction). Donor and/or LCC Department sends the completed form to the Foundation for receipting. All donors receive a charitable tax receipt or acknowledgement for all donated items upon acceptance of approved and completed form.

If the donation is from $500 to $4,999.99, in addition to the above, the donor will need to complete IRS Form 8283 and file it with their tax return to claim the deduction. The donor should seek the advice of his/her tax consultant to determine the extent of the in-kind gift's tax benefit.

Copies of Form 8283 are available at http://www.irs.gov/pub/irs-pdf/f8283.pdf.

Donations of $5,000 and Above:
In addition to the steps outlined above, the donor should provide a copy of an appraisal and have the IRS Form 8283 signed by an authorized appraiser as required by the IRS and the LCC Foundation. Donor provides copy of Form 8283 to the Foundation with appropriate Gift-in-Kind form. The donor should seek the advice of his/her tax consultant to determine the extent of the in-kind gift's tax benefit.

In-Kind Donations of Motor Vehicles, Boats and Airplanes:
In addition to the appropriate Gift-in-Kind Form (including donor's Tax ID Number and/or Social Security Number), please provide the Foundation 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), IRS Form 1098-C and IRS Form 8283.

When an in-kind gift of a vehicle, boat or airplane has been received by the department, please inform the LCC Purchasing Department at (541) 463-5208 for assignment of a fixed asset number.

The department representative shall also contact Facilities Management & Planning at (541) 463-5216 and complete a separate process for title transfer (Oregon Department of Motor Vehicle).

Additional References and Notes:

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
IRS Publication 526: https://www.irs.gov/pub/irs-pdf/p526.pdf
IRS Publication 561: https://www.irs.gov/pub/irs-pdf/p561.pdf

Notes:

Under IRS regulations, the valuation of any gift-in-kind is the responsibility of the donor and/or authorized appraiser. Lane Community College and its employees are not authorized to give a value on any property to a donor for tax purposes. College employees may give a value to the Foundation for gift records only.