



EAGER
FREE
PUBLIC
LIBRARY

Eager Free Public Library Gift Agreement Form
Non-Cash Contributions

Thank you for thinking of the Eager Free Public Library. We ask you to complete this form so that we may record your gift in our donor records. Before doing so, please review the Eager Free Public Library *Gift Acceptance Policy* and *Fiscal Accountability and Investment of Gift Funds Policy*.

Generally speaking, donations to the Eager Free Public Library are tax deductible. Please consult with your professional tax advisor or with the IRS if you are uncertain whether your noncash gift qualifies for a tax deduction.

Please fill out the following information about your gift:

Donor Name: _____

Contact Name (if other than donor): _____

Address – Street _____

Address – City, State, Zip _____

Phone: _____

Email: _____

Tax deduction (see reverse side for further information):

_____ I will claim a tax deduction for this donation valued at more than \$500 but less than \$5,000.

_____ I will claim a tax deduction of more than \$5,000 and have completed an appraisal of the materials before giving them to the library.

Approximate number of items: _____

General subject of materials: _____

Would you like a gift receipt? _____ Yes _____ No

I have read the Eager Free Public Library *Gift Acceptance and Fiscal Accountability and Investment of Gift Funds Policy*.

_____ Yes _____ No

Signature: _____ Date: _____

Accepted by: _____ Position: _____

Tax Information & Appraisals for Non-Cash Gifts

Tax and appraisal information for donors of non-cash gifts.

Internal Revenue Service regulations governing charitable contributions of non-cash gifts are complex. We strongly encourage you to consult legal, accounting, or other professional advisors before you make your gift. Information on IRS requirements for supporting your income tax deduction is available from the IRS website.

We ask for this information on the reverse side so that it can be kept with our records. It is important for you to note that:

The IRS requires donors to submit Form 8283 for gifts of property valued at more than \$500 (single or in the aggregate) for which a charitable deduction is sought.

If you anticipate that the value of your gift *or the aggregate value of a series of gifts to one or more organizations* (see IRS form 8283 and IRS Publication 561) during the tax year will be \$5,000 or more, please contact the **Eager Free Public Library** in advance of making your gift. Failure to provide early notification may result in the Library's inability to substantiate your claim on IRS Form 8283 or comply with other IRS reporting requirements.

If you expect to file an IRS Form 8283 for gift(s) valued at \$5,000 or more, you must obtain a "qualified appraisal" that details each item in the gift. Valuation of donated property is the responsibility of the donor. IRS regulations and **Eager Free Public Library** policy prohibit the **Eager Free Public Library** from providing appraisals of gifts. IRS Publication 561 "Determining the Value of Donated Property" provides important information for donors of non-cash gifts.