



3002 Armstrong Street
 San Diego, CA 92111-5702
 (858) 277-9550

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|--|
| Date: _____ Estimated Fair Market Value: \$ _____ |
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Donation Form

CHECK ONE:

Individual Donor

First Name: _____ Last Name: _____

Organization/Company Donor

Organization Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Contact Signature: _____

Item Descriptions/Amounts – Mark that Apply:

- Art/Works of Art _____ Amount: \$ _____
- Books and Publications _____ Amount: \$ _____
- Clothing and Household goods _____ Amount: \$ _____
- Gift cards and Certificate _____ Amount: \$ _____
- Jewelry _____ Amount: \$ _____
- Services/Discounts _____ Amount: \$ _____
- Sports Equipment _____ Amount: \$ _____
- Therapeutic and Educational Supplies _____ Amount: \$ _____
- Tickets _____ Amount: \$ _____
- Toys _____ Amount: \$ _____
- Vacation Packages _____ Amount: \$ _____
- Other – Describe _____ Amount: \$ _____

How was value determined?

- By Donor
- Authorized Appraiser

FOR OFFICE USE ONLY BELOW THIS LINE

| Departmental Distribution | Monetary Values | Goods | Services |
|---------------------------|-----------------|-------|----------|
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San Diego Center for Children is a non-profit 501(c)(3) organization. Tax ID #95-1661089.
 This form serves as a receipt for your contribution – please keep it for your records.
 No goods and services were provided in exchange for this donation.

In-Kind Donation Form Instructions

1. A donation form must be completed for every in-kind gift (tangible or intangible). Please print information as legibly as possible. This form is used to provide information for accurate description of the item or service and to prepare receipts for tax purposes.
2. **Donor Name:** Fill in donor's name, address and phone number. The donor is the person or company/organization actually donating the item. The contact name is the person filling out the form.
3. **Address:** To ensure proper acknowledgement, it is very important that the address, zip code and phone number are complete and accurate.
4. **Donor Signature:** The Donor Signature line must be signed to verify the "estimated fair market value" amount was provided by the actual donor.
5. **Detailed Description:** Describe the item or service fully. Please be as descriptive as possible.
6. **Estimated Fair Market Value:** The "estimated fair market value" is the value of the item according to the donor.
7. **Tax Information:** If your in-kind donation is valued **over \$500**, you must fill out IRS Form 8283. If the item is valued at **over \$5,000**, you should obtain the signature of a qualified appraiser on their 8283 prior to delivery of the 8283 to San Diego Center for Children for signature. Should you have any questions, please refer to IRS publications 526 "Charitable Contributions" (<http://www.irs.gov/publications/p526/index.html>) and 561 "Determining the Value of Donated Property" (<http://www.irs.gov/publications/p561/index.html>) and/or consult your tax advisor. Please note that contributions of services are not deductible as charitable contributions.
8. The completed In-Kind Donation Form must accompany your donation.