



# UNIVERSITY of MARYLAND MEDICAL SYSTEM

## GIFT-IN-KIND CONTRIBUTION FORM

The University of Maryland Medical System will accept items to support efforts to provide care to patients and related services. Contact the UMMS Foundation by mail at 110 South Paca Street, 9<sup>th</sup> Floor, Baltimore, Maryland 21201, by phone at (410) 328- 5770 or by fax at (410) 328-5272.

### CONTRIBUTOR INFORMATION

**NOTE TO THE CONTRIBUTOR:** Your gift may require that you complete the IRS Form 8283, together with an appraisal of the donated property. Per IRS regulations, any gift you value over \$500 requires IRS Form 8283; any item you value over \$5,000 requires IRS Form 8283 and a written appraisal.

**Contributor is:**  Individual  Organization/Company

**Contributor Name** (as it should appear on receipt and in print): \_\_\_\_\_

**Contact Name** (for Organization/Company): \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_  Home  Business

**Preferred E-mail:** \_\_\_\_\_

### ITEM INFORMATION

**Item Name:** \_\_\_\_\_

**A detailed description of the item:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Item is intended to be used for:**

\_\_\_\_\_  
\_\_\_\_\_

**Estimated Fair Market Value** (to be determined by the contributor): \$ \_\_\_\_\_

**Contributor Signature:** \_\_\_\_\_

\* The signature line must be completed to verify that the estimated fair market value was completed by the contributor.

Contributions benefit the University of Maryland Medical System and are administered by the UMMS Foundation, Inc. Gifts to the Foundation qualify as charitable contributions to an IRC Section 501(c)(3) public charity for federal income, estate and gift tax purposes. The Internal Revenue Code prohibits our organization from placing a value on your donated gift. No goods or services were provided by the Foundation in return for the contribution. Your contribution is deductible to the fullest extent allowed by law. UMMS Foundation Tax I.D. # 52-2238893. **This is not a tax receipt.**

### ACCEPTANCE INFORMATION (please fax completed form to 410.328.5272)

**For Office Use Only:**

**Staff person accepting the item:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Department/Area/Program:** \_\_\_\_\_

**Date Item Received:** \_\_\_\_\_

**Fund ID:** \_\_\_\_\_

**Appeal ID (if appropriate):** \_\_\_\_\_

## GIFT-IN-KIND CONTRIBUTION FORM INSTRUCTIONS

1. A contribution form must be completed for every item, tangible or intangible. Please print or type the information as legibly as possible. The forms are used to provide information for accurate depiction of the item and to prepare receipts for tax purposes.
2. Make sure the contributor's name, address and phone number is filled in completely. The contributor is the person and/or company actually contributing the item. The space for contact name is for the person in the company that will receive the acknowledgement letter.
3. To ensure proper acknowledgement and an accurate receipt, it is very important that the correct name, phone, address, zip code are completed neatly.
4. The contributor signature line must be completed to verify that the "estimated fair market value" was completed by the actual contributor.
5. Make sure the item or service is described fully. Please be as descriptive as possible.
6. The "estimated fair market value" is the value of the item according to the contributor. This figure may or may not be used in auction catalogs/listings. The UMMS staff or Foundation office cannot be responsible for assigning a fair market value and on the receipt issued no such value will be listed.
7. If a single item is valued at over \$500, the UMMS Foundation will send the contributor an IRS Form 8283 confirming receipt of the in-kind contribution. If the item is over \$5,000, an appraisal form from the contributor needs to be received by the Foundation if an IRS Form 8283 is to be sent to the contributor. These requirements are for the contributor's tax records. **In the case of an item over \$5,000 you must have the contributor get in touch with our office to handle the acceptance and receiving of the item as well as the paperwork.**
8. Please note that a service or partial interest by the contributor is not tax deductible. Examples include: a massage, a consultation, an interior designer painting, a waiting room, frequent flyer miles, use of a beach condo, and advertising space. Should you or the contributor have any questions, please refer to [www.irs.gov](http://www.irs.gov) publications 526 and 561, and have them consult their tax advisor.
9. Return the gift-in-kind form to the UMMS Foundation office promptly for processing. Please make certain before accepting items valued less than \$5,000 you have considered the following: it is needed, wanted, and/or has use within the hospital, you have taken consideration of special requirements and/or costs associated with accepting the item (e.g., shipping, installation, electrical costs, security, insurance, space, maintenance, etc.).

**UMMS Foundation**  
110 South Paca Street, 9<sup>th</sup> Floor  
Baltimore, MD 21201  
Phone: 410.328.5770  
Fax: 410.328.5272