



THE CATHOLIC UNIVERSITY OF AMERICA

Non-Cash Gift Agreement

TO BE COMPLETED BY THE DONOR:

Please provide information about the non-cash gift offered to The Catholic University of America. Accepted non-cash gifts are contributions of (1) **tangible personal property** (physical items such as artwork, books, equipment, and similar assets), (2) **intangible personal property** (patents, royalties, copyrights, and similar assets), (3) **real property**, or (4) **marketable securities which are traded on a public stock exchange**. A donation of a *service* (ex: consultation or speaking engagement) or *partial interest* (ex: use of real estate) by the donor CANNOT be received.

About The Donor: Name _____ Phone _____

Address _____

About The Gift: Description (please be as specific as possible – attach photographs/documents if necessary)

Specific Restrictions on Sale/Disposal (if applicable) _____

If applicable, please indicate the specific School, Department, or Program for which this gift is intended; otherwise, please indicate it is unrestricted: _____ Unrestricted

Fair Market Value of Property: \$ _____ On Date of Gift: _____

(Please attach documentation of the property's value – e.g., an appraisal (for items over \$5,000), a paid invoice/receipt, retail price list, or donor's statement of value. A donor who fails to give valuation information will NOT receive a tax receipt from the Office of Institutional Advancement.)

I warrant that I am the owner of the property described above, that the property is free of all liens and encumbrances, and that I am competent to make gifts. I give irrevocably all my rights, title, and interests, including copyright, in and to this property to The Catholic University of America for the use or benefit of said institution. I understand that The Catholic University of America will assume ownership of the property when this form is fully executed and all appropriate procurement procedures are completed by The Catholic University of America.

Name of Donor: _____ Date: _____

(Please Print)

Signature of Donor: _____ Date: _____

The Catholic University of America (CUA) is a 501(c)(3) nonprofit organization, Tax I.D. No. 53-0196583.

Per IRS regulations, any item you value over \$500 requires IRS Form 8283; any item you value over \$5,000 requires Form 8283 AND a written appraisal. **Contributions of services and partial interest are not deductible as charitable contributions.** Should you have any questions on the above, please refer to www.irs.gov publications 526 and 561, and consult your tax adviser.

TO BE COMPLETED BY THE CATHOLIC UNIVERSITY OF AMERICA:

I here affirm that the above-described property is accepted as of the date written below by The Catholic University of America.

Signature _____ Title _____

Date _____ Department/School/Office _____

Please send or deliver this completed form to:

Office of Institutional Advancement, 620 Michigan Ave NE – Aquinas Hall 106, Washington, DC 20064;
Phone: 202-319-6910 | Fax: 202-319-4330 | Toll Free: 877-CUA-7744 | E-mail: giving2cua@cua.edu



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Institutional Advancement | 202-319-6910 | <http://giving.cuatoday.com>

Donor Form Instructions

	1. A donation form must be completed for every gift, tangible or intangible. Please print or type the information as legibly as possible.
Donor's Name & Address	2. Fill in the donor's complete name, address, and phone number. The donor is the person and/or company actually donating the item. Verify accuracy.
Detailed Description	3. Describe the item or service fully. Please be as descriptive as possible. The University shall note when it has received property subject to any restrictions.
Estimated Fair Market Value	4. The "estimated fair market value" is the value of the item <u>according to the donor</u> if the gift is accepted for the University's exempt purposes. If a gift-in-kind will not be used for the University's exempt purposes, a deduction can only be claimed for the property's cost basis (usually the original amount paid by the donor for the property).
Donor Signature	5. The Donor Signature line must be signed to verify the "estimated fair market value" amount was provided by the actual donor.
Tax Info	6. If your item is valued over \$500, The Catholic University of America will send you IRS Form 8283 confirming receipt of the in-kind donation. An IRS Form 8283 will need to be filed with your tax return to claim the deduction. 7. If the item is over \$5,000, you need to provide an <u>appraisal</u> if you wish to receive a signed IRS 8283 from CUA; additionally, you must provide your Social Security number. Should you have any question, please refer to www.irs.gov publications 526 and 561, and consult your tax adviser. 8. The University will NOT undertake any additional efforts to confirm the fair market value of the property stated by the donor on the requisite paperwork. 9. If the University sells the item within three (3) years from the date of receipt, it will file Form 8282 with the IRS and the donor.
	10. Return the donation form with the item (if applicable) directly to The Catholic University of America.

ACCEPTANCE OF NON-CASH GIFTS

Unreimbursed expenses such as food, professional services, and limited use of private property are NOT considered tax-deductible, charitable gifts-in-kind by the Internal Revenue Service. The university might certainly receive such gifts, but the donor will not receive a receipt for the gift-in-kind from CUA.

The University's Gift Acceptance Policy (<http://policies.cua.edu/development/giftacceptance.cfm>) describes gifts currently accepted by appropriate University employees and explanatory details regarding their administration. The Vice President of Institutional Advancement, and his or her designees, may accept gifts which clearly fall within the Gift Acceptance Policies. A Gift Acceptance Committee shall be relied upon to evaluate proposed gifts which do not clearly fall within the Gift Acceptance Policies, but which do merit consideration and further clarification.

When evaluating the acceptance of gift-in-kind, the University will consider if the gift is needed, wanted, and/or has use within the institution or if it can be sold to benefit the University. Consideration will be given to the cost of accepting the gift (e.g., installation charges, licensing fees, etc.), the long-term viability of the gift (e.g., maintenance costs, associated personnel needs, storage fees, insurance rates, copyright issues, etc.), and the resale market if the gift is to be sold. Some gifts, of course, will require paperwork documenting ownership.

EXPLANATION OF TAX BENEFITS & CHARITABLE DEDUCTIONS

If the University accepts a gift-in-kind and completes and transmits the necessary signed forms to the donor, then the donor of the gift-in-kind may claim a charitable deduction. The Vice President for Institutional Advancement, and by extension staff members of the Office of Institutional Advancement, shall, to the extent appropriate and legal, provide prospective donors with information regarding the benefits and limitations of proposed gifts. All such disclosures shall be in compliance with University policies, and with the Philanthropy Protection Act of 1995. **Donors are advised to seek independent tax counsel with regard to their proposed and executed gifts.**