

Occidental College



Tax ID No. 95-1667177

Gift in Kind Documentation Form

Donor Contact Information:

Donor's Name/Company Name: _____

Contact Name (Companies/Organizations Only) _____

Tax ID Number (Companies/Organizations Only) _____

Address _____

City/State/Zip _____

Phone Number _____ Fax _____

Email _____

Letter from Donor:

Please accept the following gift-in-kind*, _____,
_____ as a

(Gift Description)

donation to _____.
(College/Department/Program/Special Event – please describe)

The estimated value of this gift-in-kind** is _____. Should you have any
(In U.S. Dollars)

questions regarding this donation, please contact me at the number(s) listed above.

Sincerely,

Sign Name

Date

Print Name

Date

Print Company, if applicable

Date

Occidental College Representative Name: _____

Phone: _____

*Gift-in-kind donations are tangible personal property or intangible personal property (i.e., patents, copyrights, subscription lists, goodwill, trade names) and must support the mission of Occidental College. Services or partial interest use (i.e. use of a beach house for one week) are not tax deductible under IRS Publication 526. If donated, recognition will be given.

**Gift-in-kind donations valued under \$5,000 may be valued by the donor, however, it is recommended that a bill of sale, invoice, credit card statement, or other documentation for value substantiation be provided if available. Gifts-in-kind valued at \$5,000 and over require a qualified appraisal, provided by the donor, and claimed on Form 8283 for tax purposes. Please consult with your tax attorney or financial advisor to determine if your gift is tax deductible and meet the full IRS requirements.

Extraordinary gifts of tangible personal property will be referred to the Gift Review Committee. Occidental College reserves the right to sell or otherwise dispose of the personal property in question, if such action is financially advisable or necessary.

Please return to: Occidental College, Advancement Services, 1600 Campus Road, AGC Center 126, Los Angeles, California 90041