



# Gift-in-Kind Acceptance Form

To Be Completed By Central Private School  
Director of Advancement  
See Second Page for Details & Instructions

Deliver or Campus Mail to:

Central Private School, Inc.  
12801 Centerra Ct.  
Baker, LA 70714

Donor Name (Individual or Business): \_\_\_\_\_

Contact Name (if Business): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Program or Department Receiving Gift: \_\_\_\_\_

Program or Department Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

CPS Account (4-digit number and name): \_\_\_\_\_

Date Gift Received: \_\_\_\_\_

Value of Gift: \$ \_\_\_\_\_

How was value determined?  By Donor  IRS Qualified Appraiser  Internet Research  Other

If Other, please describe: \_\_\_\_\_

Description of Gift (Brand, Model, Serial #, VIN #, etc.): \_\_\_\_\_

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

If donation is a motor vehicle, boat or airplane, the donor's SSN or Tax ID (EIN) is required:

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

\_\_\_\_\_  
*Donor Signature*

\_\_\_\_\_  
*Executive Director Acceptance Signature*

\_\_\_\_\_  
*Printed Name and Date*

\_\_\_\_\_  
*Printed Name and Date*

- All gifts of equipment and materials donated to Central Private School, Inc. become school property.
- Disposition of these gifts must conform to school guidelines and procedures.
- Gifts of motor vehicles, boats and airplanes shall include title, bill of sale (if applicable) and IRS Form 1098-C.
- In addition to the above, if value is over \$5,000, IRS Form 8283 signed by an IRS qualified appraiser and written appraisal is required.
- You may be required to contact Executive Director for Title Transfer process.
- See second page for additional instructions.
- If you need help completing this form or have questions, please contact us at (225) 261-3341.



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### Central Private School, Inc. – Gift-in-Kind Details & Instructions

**Definition:** Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to Central Private School, Inc. ("CPS") without compensation. These gifts may include equipment, vehicles, materials, supplies, artwork, and other personal property a donor might give to CPS for use in its educational programs.

Gifts of services are not considered to be a tax-deductible contribution.

If the item donated to CPS is sold, transferred or disposed of within three years from the date of the gift, the department shall notify the Business Office in writing, within one week of the sale, so that CPS can comply with IRS regulations in reporting such a transaction.

The Donor must complete the Gift-In-Kind Acceptance Form. The Executive Director shall sign the form where appropriate and send to the Director of Advancement for receipting. It is important to designate the department and CPS account that the gift is to be credited to.

#### **In-Kind Donations up to \$5,000:**

If the donation is from \$500 to \$4,999.99, the Director of Advancement should inform the donor that an IRS Form 8283 will need to be filed with their tax return to claim the deduction and should advise the donor to contact his/her tax consultant.

#### **In-Kind Donations of \$5,000 and above:**

If the donation is \$5,000 or more, the Director of Advancement shall inform the donor that an IRS Form 8283, signed by an authorized appraiser, is required by the IRS and CPS, in addition to a copy of the appraisal.

#### **In-Kind Donations of Motor Vehicles, Boats and Airplanes:**

In addition to the completed Gift-in-Kind Form (including donor's Tax ID Number and/or Social Security Number), please provide CPS with a copy of the Vehicle Certificate of Title (front and back), copy of the Bill of Sale, IRS authorized appraisal (if value is over \$5,000.00), and IRS Form 1098-C and IRS Form 8283. Documents may require notarization to complete the donation.

The Director of Advancement shall also contact the Executive Director and the Business Manager to complete a separate process for title transfer (Louisiana Department of Motor Vehicle).

IRS Form 8283: <http://www.irs.gov/pub/irs-pdf/f8283.pdf>  
IRS Form 1098-C: <http://www.irs.gov/pub/irs-pdf/f1098c.pdf>