



Donor Form Instructions

Wings of Compassion, Inc.
P.O. Box 947
Panama City, FL 32401
850-747-0664, Fax 850-747-3664

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| Please! | 1. | A donation form must be completed for every gift, 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. |
| Donor's Name | 2. | Fill in the donor's name, address and phone number. The donor is the person and/or company actually donating the item. The space for contact name is the person filling out the form. |
| Address | 3. | To ensure proper acknowledgement and an accurate receipt, it is very important that the phone address, zip code, and phone number are completed and accurate. |
| Donor Signature | 4. | The Donor Signature line must be completed to verify that the "estimated fair market value" amount was completed by the actual donor. |
| Detailed Description | 5. | Describe the item or service fully. Please be as descriptive as possible. The logistics, acknowledgements, and display people will work from your description. If there are limitations, restrictions or special features that apply to the gift, note them here as well as on the gift certificate. |
| Estimated Fair Market Value | 6. | The "estimated fair market value" is the value of the item according to the donor. This figure may or may not be used in the auction catalog. |
| Tax Information | 7. | If your item is valued over \$500, WOC will send you IRS Form 8283 confirming your receipt of the in-kind donation. If the item is over \$5,000, you need to provide an appraisal if you wish to receive a signed IRS 8283 from WOC; additionally, you must provide your social security number. These Requirements are for your tax records. Please note a <i>service</i> or <i>partial interest</i> by the donor is not tax deductible. Examples include: a massage, a consultation, an interior designer painting a living room, frequent flyer miles, use of a beach condo, and advertising space. Should you have any questions on the above, please refer to www.irs.gov publications 526 and 561, and consult your tax Advisor. |
| ASAP! | 8. | Return the donation form with the item directly to Wings of Compassion, Inc. |