



# Office of Philanthropy Gift In-Kind [GIK] Contribution Form

Donor Name: \_\_\_\_\_ Gift Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Detailed Description of Contribution:

\*Donor's Estimated Fair Market Value of Contribution: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

[Required if donor does not provide documentation on the value of their gift in the form of an invoice, letter, etc.]

### Support documentation must be included, examples of acceptable forms of support:




- itemized and dated invoice from donor that includes value, is marked "donation" and date of donation
- a dated letter or e-mail from the donor that details each item donated, when it was donated and its value
- copies of gift certificates, receipts

#### \*Note to Donor:

Henry Ford Health System gratefully acknowledges your in-kind contribution. This contribution is accepted, without reservation, for Henry Ford Health System's use, resale, or disposal. Henry Ford Health System has not provided any goods or services to you in consideration for your contribution.

The following information pertaining to your in-kind contribution is being provided for your convenience and does not constitute legal advice on behalf of Henry Ford Health System or their employees. You are strongly encouraged to consult your tax advisor and refer to the IRS guidelines.

To claim a tax deduction for in-kind gifts valued...

-  Less than \$500, refer to IRS Form 1040, Schedule A.
-  Between \$500 and \$5,000, the donor must complete Part 1 of IRS Form 8232.
-  \$5,000 or greater, the donor must:
  - Complete ALL parts of IRS Form 8232 and submit the completed form to the Henry Ford Health System Office of Philanthropy for signature.
  - Submit a certified appraisal dated no more that 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser.

*The value of any item, regardless of the amount, is used for internal gift reporting purposes only – Henry Ford Health System is unable to include the estimated value on a donor receipt. It is the responsibility of the donor to substantiate the fair market value for their own tax purposes.*

**HFHS Philanthropy Representative: Kim Streich/Katie Grignon  
Appeal/Program: Dress Up Wine Down**

**Phone: 734-246-9639/734-246-9583  
13DUWD**