



Oktober Breast

by FRANZ WITTE

Gift-In-Kind Donor Form

PLEASE NOTE: Receipt cannot be issued without complete information

Please return form to:
 Franz Witte Landscape Contracting, Inc.
 9770 W State Street
 Boise, ID 83714
 E-mail: kayla.f@franzwitte.com
 Fax: 208-853-4503

Questions may be directed to Kayla Fehringer at 208-853-0808 • kayla.f@franzwitte.com

Donor Information

Individual Organization/Company Anonymous OK to publicly recognize

Donor Name (as it should appear on receipt):

Name of Contact Person (for Organization/Company):

Address:

City/State/Zip:

Contact Phone:

Business Phone:

Email Address:

Item Information

Item Name:

Estimated Fair Market Value of Item (Determined by Donor) \$

Item Description (please specify color, size, material, quantity, item available, or other requirements):

Acknowledgement of Information

Donor Signature: _____ **Date:** _____

The Donor Signature line must be signed to verify that the estimated fair market value amounts was provided by the actual donor. Expedition Inspiration is a 501(c)(3) nonprofit organization, Tax I.D. No. 91-1646381. Casting for Recovery is a 501(c)(3) nonprofit organization, Tax I.D. No. 03-0354382. 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. Should you have any questions on charitable contributions, please refer to www.irs.gov publications 526 and 561, and consult your tax advisor.

Item Delivery or Pick-up Information

Volunteer Solicitor Name:

Check appropriate selections:

- Tangible Item Certificate (if this donation is a gift certificate, please attach) Professional Service
- Donor will drop off or send item(s) to: Franz Witte 9770 W State Street Boise, ID 83714
- Donor will provide display materials (e.g., brochures, photos, posters, etc.)
- Item(s) needs to be picked up. Location: _____ By (date): _____

Office Use

Added to Master List	Date Item rec'd	Add to Program	Notes

Donor Form Instructions

A donation form must be completed for every gift, tangible or intangible. Tangible gifts are items that have a physical existence such as equipment, property, or supplies. Intangible gifts are items that cannot be seen such as professional services or goodwill of a company, trademark, or intellectual property.

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	Fill in the donor's name, address, and phone number. The donor is the person and/or company actually donating the item. The contact name is of the person filling out the form
Address	To ensure proper acknowledgement and an accurate receipt, it is very important that the address, zip code, and phone number are complete and accurate
Donor Signature	The Donor Signature line must be signed to verify the "estimated fair market value" amount was provided by the actual donor
Detailed Description	Describe the item or service fully. Please be as descriptive as possible
Estimated Fair Market Value	The "estimated fair market value" is the value of the item according to the donor
Tax Information	If your item is valued over \$500, you may need to complete IRS Form 8283. If the item is valued over \$5,000, you may need to provide a written appraisal and complete IRS Form 8283. These requirements are for your tax records. Should you have any questions, please refer to www.irs.gov publications 526 and 561, and consult your tax advisor
Check Selections	Check appropriate selections. Is the donation a gift certificate? Will you be delivering/sending to Franz Witte? Will you be providing display materials? Does the item need to be picked up?

Return the donation form with the item directly to the Franz Witte Landscape Contracting, Inc. address listed below.

Franz Witte Landscape Contracting, Inc.
9770 W State Street
Boise, ID 83714
Phone: 208-853-0808
Fax: 208-853-4503

Questions?
Contact: Kayla Fehringer
Marketing Assistant
kayla.f@franzwitte.com
208-853-0808