



# KISHWAUKEE COLLEGE FOUNDATION

## DONATION APPROVAL FORM

Please complete and return this form to the  
Executive Director, Kishwaukee College Foundation, 21193 Malta Rd, Malta, IL 60150  
Please call 815-825-9447 or email [foundation@kish.edu](mailto:foundation@kish.edu) with questions.

Do you want a tax deduction?\*     YES     NO

### DONOR INFORMATION

\_\_\_\_\_  
Donor Signature Date

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

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

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

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

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

Social Security Number or FEIN: (Only if tax deduction is desired.) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

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

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

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

How was value determined? (Attach the rationale for determining the value of the donation.)

By Donor     IRS Qualified Appraiser     Internet Research     Other

If other, please describe: \_\_\_\_\_

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

\_\_\_\_\_  
Department Head/Dean Signature

\_\_\_\_\_  
Foundation Executive Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*\* Under IRS regulations, the valuation of any gift-in-kind is the responsibility of the donor and/or the IRS authorized appraiser. Kishwaukee College and its employees are not authorized to give a value on any property to a donor for tax purposes. College employees may provide a value to the Foundation for the purpose of recording the gift only. If the tax deduction box is checked yes, IRS form 8283 is required for donations over \$5,000. Gifts of motor vehicles, boats, and airplanes shall include title & bill of sale: IRS Form 1098-C is required if the tax deduction box is checked yes.*

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>



# KISHWAUKEE COLLEGE FOUNDATION

## VEHICLE DONATION APPROVAL FORM

Notice: I understand that failure to provide the Kishwaukee College Foundation the following Donor Information will prohibit an IRS 1098 form from being reported and consequently may prohibit a tax deduction.

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

\_\_\_\_\_  
*Date*

### DONOR INFORMATION

Name: \_\_\_\_\_

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

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

Social Security Number or FEIN: *(Only if tax deduction is desired.)* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_

### VEHICLE INFORMATION

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle Identifications Number (VIN#): \_\_\_\_\_

Exact Odometer Reading: \_\_\_\_\_

Blue Book Market Value: \_\_\_\_\_

### For Academic Division Use Only

#### DEPARTMENT INFORMATION

Date Donated: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Check One:

Intended Use: \_\_\_\_\_  Title Transfer  Junking Certificates

*Note: Junking Certificates prohibit future legal sale of the vehicle.*

Your submission of this form is affirmation that your department will accept this vehicle  
And responsibility of the vehicle at the time it is donated.

### For Foundation Use Only

#### FOUNDATION USE ONLY

Received Title: \_\_\_\_\_

Signatures obtained: \_\_\_\_\_

IRS 1098 Sent to Business Office: \_\_\_\_\_

IRS 1098 Sent to Donor: \_\_\_\_\_



### Instructional Donation Guidelines

- If donating a vehicle, please complete a Donation Approval Form **and** a Vehicle Request Form.
- All gifts of equipment and materials must be donated through the Kishwaukee College Foundation and become College property. (Board Policy 5.07)
- Disposition of these gifts must conform to College guidelines and procedures.
- Gifts of motor vehicles, boats, and airplanes shall include title, bill of sale, and IRS Form 1098-C if a tax deduction is being sought.
- If value is over \$5,000, IRS Form 8283 is required and must be signed by an IRS qualified appraiser and written appraisal is attached.
- In all cases, proceeds from the sale of assets should be brought to the Business Office for deposit into the College's general bank account (Board Policy 5.13)

**Definition:** Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to Kishwaukee College. These gifts may include equipment, vehicles, materials, supplies, artwork, and other personal property a donor might give for use in the College's educational programs.

All donations must be accepted through the department after approval by the Dean or their designee, using the *KC Donation Approval Form*. Requests for approval must include: department contact; donor name; contact information; donation description; approximate value of the donation; instructional use of the donation; and identified storage location on campus.

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

In addition to the items above, prior to taking possession of the donation, the Vehicle Donation Form must be submitted to the Kishwaukee College Foundation and include the items below:

1. Vehicle Certificate of Title (front and back),
2. Copy of the Bill of Sale,
3. IRS authorized appraisal (if value is over \$5,000.00)