



Non-Cash Gift Worksheet

This worksheet is provided to assist donors in the process of giving a non-cash gift to Lincoln Memorial University. Please see the Instruction Sheet (page 2) prior to completing this form. Also, please feel free to call the University Advancement Office at (423) 869-6351 for more information about giving to LMU.

Lincoln Memorial University is a tax-exempt 501(c)(3) non-profit educational organization.

1. **Donor's Name:** _____
- Address:** _____
- City, State, ZIP:** _____
- Home Phone:** _____ **Office Phone:** _____

Donor's connection to LMU (Please circle all that apply):

Faculty/Staff Student Alumni Parent of an LMU student

Does the donor wish to remain anonymous? Yes / No

2. **Description of Non-Cash Gift:**

3. **Value of Gift:**

(please see Instruction, part 3, for further information about donation value)

Would receiving this gift require LMU to incur additional costs (including maintenance, storage, or shipping costs?) If so, please describe:

4. Is this gift intended for use within a specific University department, fund, or for another specific use?

If so, please specify:

5. **Additional Instructions or Comments:**

Signature of Donor: _____ **Date:** _____

The donor affirms that no goods or services were provided by LMU in exchange for this donation.

Received by: _____ **Date:** _____

*Please return this form to:
Lincoln Memorial University, Division of University Advancement
6965 Cumberland Gap Parkway, Harrogate, TN 37752*

Lincoln Memorial University
Non-Cash Gift Worksheet
Instruction Sheet

This non-cash gift worksheet is provided to assist donors in the process of giving a non-cash gift to Lincoln Memorial University. A non-cash donation is a gift-in-kind of real or personal property without compensation, for the use of the University.

1. Name and address of donor. Please provide all contact information, including a phone number where the donor can be reached.

2. Description of Non-Cash Gift. Please provide a detailed description of the in-kind items being donated, including quantity, size, and a description of use. Please feel free to attach additional documentation to this form as needed, including titles of books; photographs of equipment or furniture; and all appraisal documentation when fair market value is determined to be at least \$5,000 (please see #3 below).

3. Value of Donation. It is the responsibility of the donor to ascertain the fair market value of the gift. According to the Internal Revenue Service Publication 561, "Fair market value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts. If you put a restriction on the use of property you donate, the FMV must reflect that restriction."

If this gift is considered to be of at least \$5,000 in value, it is the donor's responsibility to secure an independent written appraisal. All costs associated with the donation of the gift, including transportation and appraisal, will be borne by the donor. In certain individual cases, because of the unique nature of a non-cash gift, or the specific costs required for its delivery or operation, Lincoln Memorial University reserves the right to decline acceptance of a non-cash gift on an individual basis.

Also, please indicate whether receipt of this gift would cause the University to incur any additional costs such as shipping, repair/maintenance, storage, or other operational costs.

All gifts will be promptly acknowledged by the University Advancement office once the gift and all required documentation have been received; also, a gift receipt for the donor's tax purposes will be provided. For all gifts with an appraised value of at least \$5,000, the University Advancement office will also provide form 8282 (Donee Information Return) to the IRS, with a copy provided to the donor along with a completed form 8283 (Noncash Charitable Contributions).

4. Purpose/Intention of Gift. Please indicate all relevant instructions and restrictions associated with the gift. In particular, please indicate if the gift is directed for a particular department or school within the University (for instance, the DeBusk College of Osteopathic Medicine or the Carnegie-Vincent Memorial Library). Also, please indicate whether the gift is being given in honor or memory of someone.

5. Additional Instructions and Comments. Please provide any other necessary information in this section.

Thank you for your interest in giving to Lincoln Memorial University! Please feel free to contact the University Advancement Office if you have additional questions about giving to the University. You can reach us by phone at (423) 869-6351 or by email at frank.woodward@lmunet.edu.

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