GIFT IN KIND DOCUMENTATION FORM - VEHICLES

CHECKLIST:

- ☐ Complete Gift in Kind Documentation Form - Vehicles
- ☐ Have donors complete Form W-9
- ☐ Provide wording on page 2 of this form (samples provided) for IRS Form 1098-C, #5
- ☐ Attach copy of title

DONOR CONTACT INFORMATION:

DONOR'S NAME/COMPANY NAME _____

CONTACT NAME (if Company) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ E-MAIL _____

LETTER FROM DONOR:

Please accept the following gift-in-kind* vehicle, _____

(Vehicle Description including year, make, model)

as a donation to _____

(College/Department/Program/Special Event - please describe)

The estimated value of this gift-in-kind is _____ in U.S. Dollars. Should you have any questions regarding this donation, please contact me at the number listed above.

Sincerely,

_____ _____

Sign Name Date

_____ _____

Print Name Print Company

UNR Representative Name: _____ **Phone:** _____

*If over $500, the donor must attach a copy of IRS Form 1098-C completed by the University of Nevada, Reno Foundation to their tax return for the year the contribution is claimed. Also see Instructions for Form 8283 - Noncash Charitable Contributions, Section "Qualified Vehicle Donations" (attached).

The UNR Foundation is a 501 (c) (3) charitable organization. Please consult with your tax attorney or financial advisor to determine if your gift is tax-deductible.

Please return all required documentation to : UNR Foundation, Mail Stop 0162, Reno, NV 89557-0162

For questions, please contact the Foundation Accounting office at 775-784-1587 or email fndacct@unr.edu.

WORDING FOR FORM 1098-C, #5c

Driving a vehicle for 10,000 miles over a 1 year period to

(Keep in mind there is only enough room for a few lines of text on the IRS Form 1098-C)

SAMPLE WORDING FOR FORM 1098-C, #5c

Driving a vehicle for 10,000 miles over a 1 year period to transport University of Reno geological sciences students to study field instrumentation for geologic, seismic, gravity, magnetic and electrical and rock properties. The vehicles may be used to transport faculty to field sites to conduct field experiences or meet with prospects or donors related to the above areas.

Driving a vehicle for 10,000 miles over a 1 year period to transport University of Nevada, Reno geological sciences students to study field instrumentation for geologic, seismic, gravity, magnetic, and electrical and rock properties.

Driving a vehicle for 10,000 miles over a 1 year period to transport alumni, friends, faculty and/or staff on and off campus. Activities to be conducted include but are not limited to the following: campus tours; in and out of state recruitment receptions; in and out of state prospect visits; daily off-campus business trips on behalf of UNRF.