



**OFFICE OF THE TREASURER**

21415 Cardinal Glen Circle  
Sterling, VA 20164  
Phone: 703.444.0019 x4  
BC-T@Novabahaicenter.org

**ITEM DONATION FORM**

**Instructions:** *(Items may not be accepted due to condition, size and weight limitation).*

**Item must be in good condition, functional, without damage, not worn and sellable. Please Contact Treasurer prior to delivering the item. This form must be completed and accompany each item.**

A receipt will include a written description only of the donated item. The donor, not the Treasurer, is responsible for proving how much a gift is worth if the Internal Revenue Service should ask. If the donor wants to deduct the value of the donation as a charitable contribution on their federal income tax return, they must do the following:

- a) If the value is in excess of \$5,000, the donor should have a qualified independent appraiser value the item as of the date of the gift.
- b) The appraiser gives the donor an appraisal report and Internal Revenue Service Form 8283 with the appraiser's section filled out and signed.
- c) The donor will need to submit Form 8283 to the Bahá'í Treasurer to sign and indicate the date of the gift.
- d) The Treasurer returns Form 8283 to the donor who attaches it to his income tax return for the year in which the donation is claimed as a deduction.

One Form must be completed for each item:

Donor's Full Name: \_\_\_\_\_ Bahá'í ID No: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( \_ \_ \_ ) - \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Bahá'í Community Name: \_\_\_\_\_

Item Qty: \_\_\_\_\_ Estm'd Resell Value each): \$ \_\_\_\_\_ .00

Description: \_\_\_\_\_

**Donor's Signature:** \_\_\_\_\_

**For Treasurer Office Use Only:** \_\_\_\_\_

Date Received \_\_\_\_\_ Inventory Number: \_\_\_\_\_

By: \_\_\_\_\_ Signature: \_\_\_\_\_