



DATE

IN-KIND DONATION FORM

IRS 501(c)3 Tax Exempt Number [85-0664525]

**Description of Goods or Services
(include itemized quantities as needed)**

**Estimated Fair Market
Value Amount \$**

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Total Estimated FMV:

\$ _____

Individual Donor or Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: GA Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

RULES AND REGULATIONS:

In-kind donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board (FASB) which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) the donation must be useful; (2) the service creates or enhances a non-financial asset; (3) the services require specialized skills and are provided by individuals with those skills.

Providing in-kind services and materials require review and approval from Solidarity Sandy Springs staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgment of in-kind donations.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide detailed information related to the description of the item(s) or service(s) being donated. Be as specific as possible for all items and indicate quantities. Financial donations are not considered in-kind donations.
2. The Estimated Fair Market Value (FMV) must be completed by the donor. Solidarity Sandy Springs cannot place a FMV amount or interpret the value of any non-financial donations.
3. Provide information related to the donor including name, organization, address and other contact information.
4. Send the completed form to Solidarity Sandy Springs Inc. (info@solidaritysandysprings.org). A copy will be maintained by Solidarity Sandy Springs Inc. for audit purposes.
5. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected.
6. A formal letter will be sent to the donor and a copy of the notice will be retained for our records.