



# Gift-In-Kind Information Form

To make a non-cash gift (“gift-in-kind”) to Belmont University, please complete the form below. Note that non-cash gifts must be approved by an authorized Belmont faculty or staff member prior to acceptance.

DONOR NAME AND ADDRESS INFORMATION		
Name:		Phone Number:
Address:	Email Address:	
	Alternate Phone or Email:	
GIFT-IN-KIND DESCRIPTION & PROPOSED USE		
Detailed Description of Gift and its Proposed Use:		
Special Delivery/Handling Instructions:		
Intended Recipient and/or Location (School, Department, etc.):		
Proof of Ownership (if applicable):		
Will Belmont incur any expense for the delivery, installation, or maintenance of this gift? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:		
Is it your intention that this gift be sold, auctioned, or otherwise disposed? <input type="checkbox"/> Yes <input type="checkbox"/> No    Within three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No To which Belmont Fund will sales proceeds be credited:		
Estimate of fair market value: \$	Valuation Method:*	
Has a written appraisal been provided? ** <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Forthcoming		
Appraiser Name:	Date:	Value: \$
DONOR SIGNATURE		
<i>By signing below, I confirm my intention to transfer ownership of the above-described gift to Belmont University upon the approval of an authorized Belmont faculty or staff member.</i>		
Name:		Date:

Please forward this form and any supporting documentation to:

Belmont University – Office of Development  
 Fidelity Hall 105  
 1900 Belmont Blvd  
 Nashville, TN 37212

Email: [stephen.snead@belmont.edu](mailto:stephen.snead@belmont.edu) Phone: (615) 460-5517

\* Valuation method: Purchase price/receipt, expert opinion, known sales of comparable property, etc.

\*\* For tax deduction purposes, the IRS requires a qualified appraisal for contributions of this size. Please consult your tax advisor for additional information. For Belmont gift recognition purposes, the following may be used to substantiate the value of unused items in new condition: Purchase receipts, verifiable retail or wholesale price listings, and/or an independent appraisal by a qualified appraiser as defined in IRS Publication 561. The value of other items may be substantiated with an independent, qualified appraisal or approved evidence of comparable sales.

Last Updated 4/15/16