



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Lawrence University Deed of Gift

1. Donor Information

Name: _____

Address: _____

Phone: _____ Email: _____

2. Description of Materials Donated (attach additional sheet if necessary)

3. Transfer of Ownership

I affirm that I have the authority to donate the materials described above. I understand that upon signing the Deed of Gift, these materials become the legal property of Lawrence University.

5. Separations

Items not retained during the initial processing or future reappraisal should be (initial on the line next to A, B, or C):

_____ A.) Discarded

_____ B.) Returned to me

_____ C.) Other (please describe): _____

6. Signatures

I understand and agree to the terms and conditions described herein:

Donor Name: _____

Signature: _____ Date: _____

I gratefully accept this gift on behalf of the Lawrence University:

Name: _____ Title: _____

Signature: _____ Date: _____

Lawrence University – Seeley G. Mudd Library
Claiming a tax deduction for your gift to the LU Library

The Federal government encourages your generosity by allowing you to deduct your charitable gifts on your income tax return if you itemize. Gifts to the Library may be tax deductible and are acknowledged by Lawrence University in writing. Please be aware that a written acknowledgement is needed to substantiate your deduction and should be retained with your permanent records.

There are certain Internal Revenue Service (IRS) guidelines that must be followed to assure your charitable deduction. For example, IRS Form 8283 is used to deduct non-cash charitable contributions with a value over \$500. Section A, the simpler part of the Form, is used to report gifts valued at \$5,000 or under. You are not required to have the property appraised, but you may wish to consider an appraisal to substantiate the value of the deduction for the IRS.

If your non-cash gifts for the year total more than \$5,000, you must complete Section B of Form 8283. You will need to have the property appraised no more than 60 days prior to the date of the gift. The appraiser's findings are reported in Section B and must be signed by the appraiser and by Lawrence University.

The IRS requires the appraiser to be qualified. To be qualified the appraiser must hold himself or herself out to the public as an appraiser and state credentials showing that he or she is qualified to appraise the type of property being valued. Certain persons can never be qualified appraisers: the donor, the charitable donee, a party to the transaction in which the donor acquired the property being appraised, anyone employed by any of the foregoing, and anyone who is regularly used by any of the individuals previously listed.

If you need help with locating an appraiser, please contact the Library.