

# Paramount and Stateside Theatre's GIFT-IN-KIND DONOR FORM

Please return form to:  
Paramount & Stateside Theatres  
Attn: Development Offices  
PO Box 1566  
Austin TX 78767  
Fax: 512-472-5824

**PLEASE NOTE: Receipt cannot be issued without complete information.**

## DONOR INFORMATION

Donor is:     \_\_\_ Individual           \_\_\_ Organization/Company

Donor Name (as it should appear on receipt and in print): \_\_\_\_\_

Name of Contact Person (for Organization/Company): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## ITEM INFORMATION

Item Name: \_\_\_\_\_

Estimated Fair Market Value of Item \$: \_\_\_\_\_ (determined by donor)

Item Description (please specify color, size, material, time available, or other requirements): \_\_\_\_\_

## DONOR SIGNATURE

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Donor Signature line must be signed to verify that the "estimated fair market value" amount was provided by the actual donor.

The Austin Theatre Alliance, the Paramount and State Theatres, is a 501(c)(3) nonprofit organization. Tax ID #74-2975922. Per IRS regulations, any item you value over \$500 requires IRS form 8283; any item you value over \$5,000 requires Form 8283 and a written appraisal. Contributions of services or partial interests (e.g., use of beach condo) are not deductible as charitable contributions. Should you have any questions on the above, please refer to [www.irs.gov](http://www.irs.gov) publications 526 and 561, and consult your tax adviser.

### Check Appropriate selections:

\_\_\_ Tangible Item or \_\_\_ Certificate (If this donation is a gift certificate, please attach.)

\_\_\_ Donor will provide display materials (e.g., brochures, photos, posters, etc) for intangible items.

\_\_\_ Item needs to be picked up. Location: \_\_\_\_\_ By: \_\_\_\_\_

Volunteer/Staff Initials	Telephone #	Fund	Appeal/Pkg	RE Constituent #	Item rec'd by ATA

If you have any questions, please contact Maica Jordan, Development Director, at (512) 692-0519 or [mjordan@austintheatre.org](mailto:mjordan@austintheatre.org).

## **Donor Form Instructions**

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1. A donation form must be completed for every gift, tangible or intangible. Please print or type the information as legibly as possible. The forms are used to provide information for accurate depiction of the item and to prepare receipts for tax purposes.

### **Donor's Name**

2. Fill in the donor's name, address, and phone number. The donor is the person and/or company actually donating the item. The contact name is of the person filling out the form.

### **Address**

3. To ensure proper acknowledgment and an accurate receipt, it is very important that the address, zip code, and phone number are complete and accurate.

### **Donor Signature**

4. The Donor Signature line must be signed to verify the "estimated fair market value" amount was provided by the actual donor.

### **Detailed Description**

5. Describe the item or service fully. Please be as descriptive as possible.

### **Estimated Fair Market Value**

6. The "estimated fair market value" is the value of the item according to the donor.

### **Tax Info**

7. If your item is valued over \$500, the Austin Theatre Alliance will send you a letter confirming receipt of the in-kind donation. If the item is over \$5,000, you need to provide an appraisal if you wish to receive a signed letter from ATA; additionally, you must provide your Social Security number. These requirements are for **your** tax records. A donation of a *service* or *partial interest* by the donor cannot be receipted. Examples include: a massage, a consultation, an interior designer painting a living room, frequent flyer miles, use of a beach condo, and advertising space. Should you have any question, please refer to [www.irs.gov](http://www.irs.gov) publications 526 and 561, and consult your tax adviser.

### **Check Selections**

8. Check appropriate selections. Is the donation a gift certificate? Will you be providing display materials? Does the item need to be picked up?

9. Return the donation form with the item directly to the Austin Theatre Alliance