

INFORMATION ABOUT SUBSTANTIATION REQUIREMENTS FOR GIFTS IN KIND

Thank you for considering making a gift in kind to Tulane University. We recommend that you discuss your gift and your charitable income tax deduction with your tax advisor. The following information highlights (but is not a comprehensive listing of) the IRS substantiation requirements for deductions of charitable noncash contributions.

Form 8283. In general, if you claim a deduction of more than \$500 for all noncash gifts made during the year, you will need to file an IRS Form 8283 with your income tax return. Your tax advisor or your nearest IRS office should have the most recent version of this form. You can also get a copy from the IRS web site at www.irs.gov.

Appraisal requirements. In general, if you claim a deduction of more than \$5,000 for an item or group of similar items, you will need to have the property appraised by a “qualified appraiser.” A law enacted August 17, 2006 makes the “qualified appraisal” and “qualified appraiser” requirements more stringent. The IRS issued guidance on these new requirements in proposed regulations issued in August 2008.

Under IRS rules, Tulane, a Tulane employee, or anyone in a relationship with Tulane that might not be considered independent is not a qualified appraiser. Since Tulane is not a qualified appraiser for tax purposes, we do not furnish qualified appraisals. The donor is responsible for obtaining a qualified appraisal. The appraisal must be made not earlier than 60 days before the date of the gift and not later than the due date (including extensions) for filing your federal income tax return.

Because of staff reductions in the aftermath of Hurricane Katrina, Tulane may not be able to quickly index and catalog gifts that consist of a large volume of material. We recommend that a donor index items in a large collection and obtain an appraisal *before* delivering the donated property to Tulane.

Acknowledgment of gift. To deduct any gift of \$250 or more, you must have written acknowledgment from the charity that includes the amount of cash and a description (but not value) of any property other than cash contributed. The receipt must also indicate whether any goods or services were provided in exchange for your gift, and, if so, describe and provide a good faith estimate of the value of those goods or services. **You must have the receipt in hand** before you file your income tax return. If you file your return after the due date (or extended due date), you must have the receipt in hand by the due date (plus any extensions).

We hope that this information is helpful to you and your tax advisor. Thank you again for your support of Tulane through your gift in kind.