Gift Acceptance Policies

❖ <u>Mission and Purpose</u>

Community Lifeline Center (CLC) has been providing firm footing to those experiencing temporary crisis to residents of Northern Collin County since 1989. CLC provides short-term financial (rent and/or utilities) and food assistance to clients, which is the necessary emergency relief that prevents clients from being evicted or having their utilities disconnected and allowing them to stay in their homes. Throughout the organization's 33-year history, CLC has also worked to connect clients to additional resources throughout the community, whether that is medical, psychological, educational, or other needed care, fulfilling one of its core values to ensure the complete care of its clients, whether it is with CLC or another organization.

❖ <u>Purpose of Policies and Guidelines</u>

Community Lifeline Center solicits and accepts gifts that are consistent with its mission and will help the organization further and fulfill its mission. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, and other entities, without limitations. In the course of its regular fundraising activities, CLC will accept donations of money, real property, personal property, stock and in-kind services and goods.

Community Lifeline Center urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to CLC for the benefit of any of its operations, programs or services.

❖ <u>Use of Legal Counsel</u>

Community Lifeline Center will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming Community Lifeline Center as trustee or requiring CLC to act in any fiduciary capacity.
- Gifts requiring Community Lifeline Center to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.

❖ Donor Conflict of Interest

Community Lifeline Center does not provide personal legal, financial or other professional advice to donors or prospective donors. Donors and prospective donors are strongly urged to seek the assistance of their own professional advisors in matters relating to their gifts and the resulting tax and estate planning consequences. CLC endorses the Model Standards of Practice of the Charitable Gift Planner promulgated by the National Committee on Planned Giving and the Donor Bill of Rights promulgated by the Association of Fundraising Professionals.

Community Lifeline Center's Board will assure itself that CLC personnel are circumspect of all dealings with donors in order to avoid even the appearance of any self-dealing. The Board will consider a transaction in which the employee has a "material financial interest" with a donor an act of self-dealing. In reviewing self-dealing transactions, the Board shall consider financial interest material to an employee if it is sufficient to create an appearance of a conflict. In each case, this will be a question of fact. The Board will examine all acts of self-dealing, including but not limited to prohibition against personal benefit. Those individuals who normally engage in the solicitation of gifts on behalf of Community Lifeline Center shall not personally benefit by way of commission, contract fees, salary, or other benefits from any donor in the performance of their duties on behalf of CLC. The definition of individuals includes each of the categories of employees of Community Lifeline Center. Individuals are further defined to include associations, partnerships corporations, or other enterprises in which a member of the staff holds a principal ownership interest.

❖ Confidentiality

All details related to gift negotiation are to be considered confidential by all parties involved. This shall include, but not be limited to, the donor's financial situation and philanthropic interests, as well, as any tax or other legal matters discovered by our representatives while planning for a gift. Once a gift is received, the donor's name and gift amount may be listed in annual or periodic giving reports, both print and online, unless the donor has previously specified in writing his, her or its desire that the gift be anonymous. All other personal or financial information will be kept confidential, unless permission is obtained from the donor to release such information, or unless use of such information is required in the administration of the gift. Biographical and financial records stored in any computer database should be treated as confidential information and should not be released without specific written approval of the Executive Director. Under no circumstances shall data be released for the primary purpose of private enterprise or gain.

❖ Restrictions on Gifts

Community Lifeline Center will not accept gifts that (a) would result in CLC violating its corporate charter, (b) would result in CLC losing its status as an IRS 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for CLC or (e) are for purposes outside CLC's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Finance Committee, in consultation with the Executive Director.

❖ Solicitation and Acceptance of Gifts

All decisions to solicit and/or accept potentially controversial gifts will be made by the Finance Committee of the Board in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization. Some gifts may be deemed inappropriate. Gifts will be deemed to be unrestricted in nature unless the gift is made in response to a designated request or the donor requests specific restrictions. In the latter case, the Finance Committee will review the requested restrictions in advance of accepting the gift in order to determine its appropriateness. Once the gift is accepted, the restrictions will be observed.

❖ Type of Gifts

Gifts Generally Accepted Without Review

- Cash
- Gifts In-Kind valued at under $1,500, including all food, hygiene, or other items to be redistributed through CLC's programs
- Life Insurance
- Bequests
- Retirement Plans
- Marketable Securities
- Closely Held Securities
- Tangible Personal Property
- Real Estate
- Oil, Gas, and Mineral Interests
- Charitable Remainder Trusts
- Charitable Lead Trusts
- Cryptocurrency

- Cash: Cash gifts are acceptable in any form, including by check, money order, credit card, or online. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, three-digit card verification value, name of the card holder as it appears on the credit card, and the billing address.
- Life Insurance: Life insurance beneficiary designations are acceptable without prior review by the Executive Committee and the Board. Donors and supporters of Community Lifeline Center will be encouraged to name CLC as beneficiary or contingent beneficiary of their life insurance policies. Community Lifeline Center will accept gifts of life insurance where CLC is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded and recognized at the timer the gift becomes irrevocable.
- Bequests: Donors and supporters of Community Lifeline Center will be encouraged to make bequests to CLC under their wills and trusts. Bequests are acceptable without prior review by the Finance Committee and the Board. Generally, such gifts will not be recorded as gifts to Community Lifeline Center until such time as the gift has been acquired by CLC. In certain circumstances, when allowed by generally accepted accounting principles, the gift may be recorded and recognized prior to being acquired by CLC (i.e. – irrevocable gifts could fall into this category). Such a decision shall be recommended by the Finance Committee, under the guidance of the Executive Director and approved by the Board of Directors before being recorded.
- Retirement Plans: Donors and supporters of Community Lifeline Center will be encouraged to name CLC as beneficiary of their retirement plans. Retirement plan beneficiary designations are acceptable without prior review by the Executive Committee and the Board. However, such designations will not be recorded as gifts to CLC until the gift is received. In certain circumstances, when allowed by generally accepted accounting principles, the gift may be recorded and recognized prior to being acquired by CLC (i.e. – irrevocable gifts could fall into this category). Such a decision shall be recommended by the Finance Committee, under the guidance of the Executive Director and approved by the Board of Directors before being recorded.
- Marketable Securities: Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Community Lifeline Center's Finance Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Finance Committee.

- Closely Held Securities: Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, may be accepted subject to the prior review of the Finance Committee, with the following factors to be considered: (a) There are no restrictions on the security that would prevent Community Lifeline Center from ultimately converting those assets to cash, and (b) the security will not generate any undesirable consequences for CLC. If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely held securities shall be made by the Community Lifeline Center's Finance Committee, the Board of Directors, and legal counsel when necessary. Every effort will be made to sell non-marketable securities as quickly as possible.
- Tangible Personal Property (In-Kind Gifts) over $1,500: The Finance Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: (a) Does the property further the organization's mission? (b) Is the property marketable? (c) Are there any unacceptable restrictions imposed on the property? (d) Are there any carrying costs for the property for which the organization may be responsible? (e) Is the title/provenance of the property clear?
- Real Estate: All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence, Community Lifeline Center shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, Community Lifeline Center may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: (a) Is the property useful for the organization's purposes? (b) Is the property readily marketable? (c) Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? (d) Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? (e) Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?
- Oil, Gas, and Mineral Interests: Community Lifeline Center may accept oil, gas, or mineral interests, when appropriate. In accepting oil, gas or mineral interests, CLC will determine whether the following criteria have been met: (a) Gifts of surface rights should have a value of $20,000 or greater. (b) Gifts of oil, gas, and mineral interests should generate at least $3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift). (c) The property should not have liabilities or other considerations that make receipt of the gift inappropriate. (d) A working interest is rarely accepted. A working interest may only be accepted when there is a plan to minimize potential liability and tax consequences. (e) The property must undergo an environmental review to ensure that CLC has no current or potential

exposure to environmental liability. The cost of the environmental review must be borne by the donor.

- Charitable Remainder Trusts: Community Lifeline Center will accept designation as a remainder beneficiary of charitable remainder trusts.
- Charitable Lead Trusts: Community Lifeline Center will accept designation as an income beneficiary of charitable lead trusts.
- Cryptocurrency: Gifts of crypto currency will be transferred electronically to an account held by Community Lifeline Center. All cryptocurrency will be promptly exchanged into cash assets unless directed by CLC's Finance Committee.

❖ Appraisals, Legal, and Other Professional Fees

Securing appraisals and legal fees for gifts to Community Lifeline Center: It will be the responsibility of the donor to secure an appraisal (where required) and the advice of independent legal counsel, financial and other professional advisers as needed for all gifts made to Community Lifeline Center.

The donor will pay all associated costs for the appraisal absent a prior arrangement with Community Lifeline Center. The donor is also responsible for payment of all of his or her own legal fees.

❖ Valuation of Gifts

Community Lifeline Center will record a gift received by CLC at its valuation for gift purposes on the date of gift. This valuation will be made by the donor or a third-party appraisal as mentioned above. Only under specific circumstances shall Community Lifeline Center provide valuation of a gift, with the guidance of CLC's Auditor, IRS Form 990 Preparer, and legal counsel. The valuation shall be approved by the Finance Committee of the Board of Directors.

❖ Filing of IRS Forms of Sale

The Executive Director of Community Lifeline Center is responsible (or responsible for assigning it to a third-party vendor or CLC staff member) for filing IRS Form 8282 upon the sale or disposition of any asset sold within three years of receipt by CLC when the charitable deduction value of the item is more than $5,000. Community Lifeline Center must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with Filing Instructions is attached as an appendix of these policies.

❖ Acknowledgement of Gifts and Donor Recognition

Acknowledgement of all gifts made to Community Lifeline Center and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the of Community Lifeline Center's Executive Director or their designate. CLC will strive to acknowledge all gifts within three business days of receipt of funds.

Periodically, Community Lifeline Center may choose to recognize a donor's gift in an Annual Report, physical or digital signage, or other special giving report. Bequests, life insurance, beneficiary designations, payable on death designations, and all other estate gifts shall be recognized as members of CLC's Legacy Society. Once a gift is received, the donor's name and gift amount may be listed in these reports, unless the donor has previously specified in writing his, her or its desire that the gift be anonymous.

❖ Changes of Policies

These policies and guidelines have been reviewed and approved by the Community Lifeline Center Board of Directors. The Community Lifeline Center Board of Directors may revise or revoke, or make exceptions to, these policies at any time.

Approved on the 24th day of March, 2023 (month and year).

Elizabeth Strand Cimini Chair, Community Lifeline Center Board of Directors

❖ Attachments

- Appendix A
  Model Standards of Practice for the Charitable Gift Planner promulgated by The National Committee on Planned Giving
- Appendix B
  Donor Bill of Rights promulgated by the Association of Fundraising Professionals
- Appendix C
  IRS Form 8282

Appendix A:

Model Standards of Practice For the Charitable Gift Planner

promulgated by The National Committee on Planned Giving

MODEL STANDARDS OF PRACTICE FOR THE CHARITABLE GIFT PLANNER

A code of ethical practice for all professionals who work together to structure gifts that balance the interests of the donor and the purposes of the charitable institution.

PREAMBLE

The purpose of this statement is to encourage responsible gift planning by urging the adoption of the following Standards of Practice by all individuals who work in the charitable gift planning process, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals (collectively referred to hereafter as "Gift Planners"), and by the institutions that these persons represent. This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial, and tax considerations, and as such often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

I. PRIMACY OF PHILANTHROPIC MOTIVATION

The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.

II. EXPLANATION OF TAX IMPLICATIONS

Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

III. FULL DISCLOSURE

It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act or purport to act as a representative of the donor, without the express consent of both the charity and the donor.

IV. COMPENSATION

Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finders fees, commissions or other fees by a donee organization to an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations. Likewise, commission-based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

V. COMPETENCE AND PROFESSIONALISM

The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area, and shall advise donors only in areas in which he or she is professionally qualified. It is a hallmark of professionalism for Gift Planners that they realize when they have reached the limits of their knowledge and expertise, and as a result, should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.

VI. CONSULTATION WITH INDEPENDENT ADVISORS

A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisors of the donor's choice.

VII. CONSULTATION WITH CHARITIES

Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donee organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor, to obtain the charity's input in the gift planning process.

VIII. DESCRIPTION AND REPRESENTATION OF GIFT

The Gift Planner shall make every effort to assure that the donor receives a full description and an accurate representation of all aspects of any proposed charitable gift plan. The consequences for the charity, the donor and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.

IX. FULL COMPLIANCE

A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.

X. PUBLIC TRUST

Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have no vested interest that could result in personal gain.

Adopted and subscribed to by the National Committee on Planned Giving and the American Council on Gift Annuities, May 7, 1991. Revised April 1999.

Appendix B:

Donor Bill of Rights

promulgated by The Association of Fundraising Professionals

A DONOR BILL OF RIGHTS

DEVELOPED BY:

Association of Fundraising Professionals (AFP)	Association for Healthcare Philanthropy (AHP)	Council for Advancement and Support of Education (CASE)	Giving Institute: Leading Consultants to Non-Profits

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III

To have access to the organization's most recent financial statements.

IV

To be assured their gifts will be used for the purposes for which they were given.

V

To receive appropriate acknowledgement and recognition.

VI

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

VII

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Appendix C:

Form 8282

promulgated by Internal Revenue Service

Form **8282**
(Rev. October 2021)
Department of the Treasury
Internal Revenue Service

Donee Information Return

(Sale, Exchange, or Other Disposition of Donated Property)

► **Go to *www.irs.gov/Form8282* for latest information.**

OMB No. 1545-0047

Give a Copy to Donor

Parts To Complete

- If the organization is an **original donee,** complete *Identifying Information,* Part I (lines 1a–1d and, if applicable, lines 2a–2d), and Part III.
- If the organization is a **successor donee,** complete *Identifying Information,* Part I, Part II, and Part III.

Identifying Information

Print or Type	
Name of charitable organization (donee)	**Employer identification number**
Address (number, street, and room or suite no.) (or P.O. box no. if mail is not delivered to the street address)	
City or town, state, and ZIP code	

Part I Information on ORIGINAL DONOR and SUCCESSOR DONEE Receiving the Property

1a Name of original donor of the property	**1b Identifying number(s)**
1c Address (number, street, and room or suite no.) (P.O. box no. if mail is not delivered to the street address)	
1d City or town, state, and ZIP code	

Note. Complete lines 2a–2d only if the organization gave this property to another charitable organization (successor donee).

2a Name of charitable organization	**2b Employer identification number**
2c Address (number, street, and room or suite no.) (or P.O. box no. if mail is not delivered to the street address)	
2d City or town, state, and ZIP code	

Part II Information on PREVIOUS DONEES. Complete this part only if the organization was not the first donee to receive the property. See the instructions before completing lines 3a through 4d.

3a Name of original donee	**3b Employer identification number**
3c Address (number, street, and room or suite no.) (or P.O. box no. if mail is not delivered to the street address)	
3d City or town, state, and ZIP code	
4a Name of preceding donee	**4b Employer identification number**
4c Address (number, street, and room or suite no.) (or P.O. box no. if mail is not delivered to the street address)	
4d City or town, state, and ZIP code	

Part III Information on DONATED PROPERTY

	1. Description of the donated property sold, exchanged, or otherwise disposed of and how the organization used the property. (If you need more space, attach a separate statement.)	2. Did the disposition involve the organization's entire interest in the property?		3. Was the use related to the organization's exempt purpose or function?		4. Information on use of property. • If you answered "Yes" to question 3 and the property was tangible personal property, describe how the organization's use of the property furthered its exempt purpose or function. Also complete Part IV below. • If you answered "No" to question 3 and the property was tangible personal property, describe the organization's intended use (if any) at the time of the contribution. Also complete Part IV below, if the intended use at the time of the contribution was related to the organization's exempt purpose or function and it became impossible or infeasible to implement.
		Yes	No	Yes	No	
A						
B						
C						
D						

		Donated Property			
		A	B	C	D
5	Date the organization received the donated property (MM/DD/YY)	/ /	/ /	/ /	/ /
6	Date the original donee received the property (MM/DD/YY)	/ /	/ /	/ /	/ /
7	Date the property was sold, exchanged, or otherwise disposed of (MM/DD/YY)	/ /	/ /	/ /	/ /
8	Amount received upon disposition	$	$	$	$

Part IV Certification

You must sign the certification below if any property described in Part III above is tangible personal property and:

- You answered "Yes" to question 3 above, or
- You answered "No" to question 3 above and the intended use of the property became impossible or infeasible to implement.

Under penalties of perjury and the penalty under section 6720B, I certify that either: (1) the use of the property that meets the above requirements, and is described above in Part III, was substantial and related to the donee organization's exempt purpose or function; or (2) the donee organization intended to use the property for its exempt purpose or function, but the intended use has become impossible or infeasible to implement.

▶ Signature of officer | Title | ▶ Date

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

▶ Signature of officer | Title | ▶ Date

Type or print name

General Instructions

Section references are to the Internal Revenue Code.

Future developments. For the latest information about developments related to Form 8282 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/Form8282*.

Purpose of Form

Donee organizations use Form 8282 to report information to the IRS and donors about dispositions of certain charitable deduction property made within 3 years after the donor contributed the property.

Definitions

CAUTION *For Form 8282 and these instructions, the term "donee" includes all donees, unless specific reference is made to "original" or "successor" donees.*

Original donee. The first donee to or for which the donor gave the property. The original donee is required to sign Form 8283, Noncash Charitable Contributions, *Section B. Donated Property Over $5,000 (Except Certain Publicly Traded Securities)*, presented by the donor for charitable deduction property.

Successor donee. Any donee of property other than the original donee.

Charitable deduction property. Any donated property (other than money and publicly traded securities) if the claimed value exceeds $5,000 per item or group of similar items donated by the donor to one or more donee organizations. This is the property listed in Section B on Form 8283.

Who Must File

Original and successor donee organizations must file Form 8282 if they sell, exchange, consume, or otherwise dispose of (with or without consideration) charitable deduction property (or any portion) within 3 years after the date the original donee received the property. See *Charitable deduction property* above.

If the organization sold, exchanged, or otherwise disposed of motor vehicles, airplanes, or boats, see Pub. 526, Charitable Contributions.

Exceptions. There are two situations where Form 8282 does not have to be filed.

1. Items valued at $500 or less. The organization does not have to file Form 8282 if, at the time the original donee signed Section B of Form 8283, the donor had signed a statement on Form 8283 that the appraised value of the specific item was not more than $500. If Form 8283 contains more than one item, this exception applies only to those items that are clearly identified as having a value of $500 or less. However, for purposes of the donor's determination of whether the appraised value of the item exceeds $500, all shares of nonpublicly traded stock, or items that form a set, are considered one item. For example, a collection of books written by the same author, components of a stereo system, or six place settings of a pattern of silverware are considered one item.

2. Items consumed or distributed for charitable purpose. The organization does not have to file Form 8282 if an item is consumed or distributed, without consideration, in fulfilling your purpose or function as a tax-exempt organization. For example, no reporting is required for medical supplies consumed or distributed by a tax-exempt relief organization in aiding disaster victims.

When To File

If the organization disposes of charitable deduction property within 3 years of the date the original donee received it and the organization does not meet exception 1 or 2 above, the organization must file Form 8282 within 125 days after the date of disposition.

Exception. If the organization did not file because it had no reason to believe the substantiation requirements applied to the donor, but the organization later becomes aware that the substantiation requirements did apply, the organization must file Form 8282 within 60 days after the date it becomes aware it was liable. For example, this exception would apply where Section B of Form 8283 is furnished to a successor donee after the date that donee disposes of the charitable deduction property.

Missing information. If Form 8282 is filed by the due date, enter the organization's name, address, and employer identification number (EIN) and complete at least Part III, columns 1, 2, 3, and 4; and Part IV. The organization does not have to complete the remaining items if the information is not available. For example, the organization may not have the information necessary to complete all entries if the donor did not make Section B of Form 8283 available.

Where To File

Send Form 8282 to the Department of Treasury, Internal Revenue Service Center, Ogden, UT 84201-0027.

Other Requirements

Information the organization must give a successor donee. If the property is transferred to another charitable organization within the 3-year period discussed earlier, the organization must give the successor donee all of the following information.

1. The name, address, and EIN of the organization.

2. A copy of Section B of Form 8283 that the organization received from the donor or a preceding donee. The preceding donee is the one who gave the organization the property.

3. A copy of this Form 8282, within 15 days after the organization files it.

The organization must furnish items 1 and 2 above within 15 days after the latest of the date:

- The organization transferred the property,
- The original donee signed Section B of Form 8283, or
- The organization received a copy of Section B of Form 8283 from the preceding donee if the organization is also a successor donee.

Information the successor donee must give the organization. The successor donee organization to whom the organization transferred this property is required to give the organization its name, address, and EIN within 15 days after the later of:

- The date the organization transferred the property, or
- The date the successor donee received a copy of Section B of Form 8283.

Information the organization must give the donor. The organization must give a copy of Form 8282 to the original donor of the property.

Recordkeeping. The organization must keep a copy of Section B of Form 8283 in its records.

Penalties

Failure to file penalty. The organization may be subject to a penalty if it fails to file this form by the due date, fails to include all of the information required to be shown on the filed form, or includes incorrect information on the filed form. The penalty is generally $50 per form. For more details, see sections 6721 and 6724.

Fraudulent identification of exempt use property. A $10,000 penalty may apply to any person who identifies in Part III tangible personal property the organization sold, exchanged, or otherwise disposed of, as having a use that is related to a purpose or function knowing that such property was not intended for such a use. For more details, see section 6720B.

Specific Instructions

Part I

Line 1a. Enter the name of the original donor.

Line 1b. The donor's identifying number may be either an employer identification number or a social security number, and should be the same number provided on page 2 of Form 8283.

Line 1c and 1d. Enter the last known address of the original donor.

Lines 2a–2d. Complete these lines if the organization gave the property to another charitable organization successor donee (defined earlier). If the organization is an original donee, skip Part II and go to Part III.

Part II

Complete Part II only if the organization is a successor donee. If the organization is the original donee, do not complete any lines in Part II; go directly to Part III.

If the organization is the **second donee**, complete lines 3a through 3d. If the organization is the **third or later donee,** complete lines 3a through 4d. On lines 4a through 4d, give information on the preceding donee.

Part III

Column 1. For charitable deduction property that the organization sold, exchanged, or otherwise disposed of within 3 years of the original contribution, describe each item in detail. For a motor vehicle, include the vehicle identification number. For a boat, include the hull identification number. For an airplane, include the aircraft identification number. Additionally, for the period of time the organization owned the property, explain how it was used. If additional space is needed, attach a statement.

Column 3. Check "Yes" if the organization's use of the charitable deduction property was related to its exempt purpose or function. Check "No" if the organization sold, exchanged, or otherwise disposed of the property without using it.

Part IV

Certification. Sign and date the certification if any property described in Part III is tangible personal property and you answered "Yes" to Part III, question 3, or you answered "No" to Part III, question 3 and the intended use of the property became impossible or infeasible to implement.

Signature

Form 8282 is not valid unless it is signed by an officer of the organization. Be sure to include the title of the person signing the form and the date the form was signed.

How To Get Tax Help

Internet

You can access the IRS website 24 hours a day, 7 days a week, at *www.IRS.gov* to:

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