



## **DONATED INSTRUMENT FORM**

Thank you for your donation to Music for Lifelong Achievement! We will assess the condition of the instrument(s), arrange necessary repairs, and donate it to a local school or community music program.

Please fill out the information below and we will send you a thank you letter for use in filing your annual tax return. This information will also enable us to notify you when the instrument is donated to a specific school or community music program.

NOTE: The acceptance of the donated item(s) by The Sheldon does not confirm the value that the donor has placed on the item(s). It is the responsibility of the donor to submit all necessary documentation to the IRS to obtain a tax credit for their donation. Documentation may include Form 8283 (available online at [www.irs.gov](http://www.irs.gov)). This form is required by the IRS for donations of property valued in excess of \$500; a certified appraisal is required by the IRS for donations of property valued at \$5,000 or more. We recommend that donors consult with their tax professional for additional information.

Should The Sheldon sell the donated item, all proceeds from the sale will support the MFLA program.

**INSTRUMENT(S):** \_\_\_\_\_

**STATED TOTAL VALUE:** \_\_\_\_\_

**CONDITION/NOTES:** \_\_\_\_\_

\_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** (\_\_\_\_\_) \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

### FOR OFFICE USE:

Date of Donation: \_\_\_\_\_ Collection Event: \_\_\_\_\_

Inventory # \_\_\_\_\_ Repairs Made? \$ \_\_\_\_\_

Date of Distribution: \_\_\_\_\_ Recipient: \_\_\_\_\_