

Donor Record Information & Signature Sheet
University of Southern California Libraries

Date: _____ Library Staff Name: _____

Name of Donor (please print) _____

Address _____

USC affiliation: _____ Staff _____ Faculty _____ Alumni _____ Year _____

Description of gift (or attach list)
This description cannot substitute for a qualified appraisal

Number of items:

_____ books _____ journal issues _____ other (specify)

Subject areas: _____

Having read the "Information for Donors" sheet regarding Internal Revenue Service regulations, please check the most appropriate statement below and sign:

_____ I do not intend to make an IRS tax deduction for this gift.

_____ Total anticipated IRS tax donation for charitable contribution will be **less than** \$5,000.

The total of my anticipated deductions from donations of this and similar property to one or more donees will be less than \$5,000. I understand that the University of Southern California cannot provide a detailed reconstruction of the contents of my gift at a later date for tax purposes unless an itemized appraisal or itemized list is submitted at this time.

_____ Total anticipated IRS tax deduction for charitable contribution will be **more than** \$5,000.

The total of my anticipated deductions for donations of this and similar property to one or more donees will be in excess of \$5,000. With my donation, I will provide the USC Libraries with a duly executed copy of **IRS Form 8283**.

Signature of Donor

Send this document to Amy Ciccone, Collection Development, DML 114, mc 0187

