

## Instrument Donation Form

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

Please fill out the below information, which we will scan and email you as a receipt.

THE  
**SHELDON**  
CONCERT HALL & GALLERIES

**Please note:** The acceptance of the donated item by The Sheldon does not confirm the value that the donor has placed on the item. It is the responsibility of the donor to submit all necessary documentation to the IRS to obtain tax credit for their donation. Documentation may include Form 8283 ([About Form 8283, Noncash Charitable Contributions | Internal Revenue Service \(irs.gov\)](#)). 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 item, all proceeds from the sale will support the instrument donation program.

INSTRUMENT: \_\_\_\_\_

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

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

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

EMAIL ADDRESS: \_\_\_\_\_

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

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

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

### FOR OFFICE USE:

Date of Donation: \_\_\_\_\_

Collection Event: \_\_\_\_\_

Inventory #: \_\_\_\_\_

Repairs Made: \_\_\_\_\_

Date of distribution: \_\_\_\_\_

Recipient: \_\_\_\_\_