



Transmittal of Contribution Form Instructions

I. Purpose

- A. Any transmittal of funds that contains a charitable contribution component should be submitted with a Transmittal for Contribution Form.
- B. If the funds are the result of a fundraiser (i.e. special event or membership drive) please attach a copy of the Deductibility Worksheet for Fundraisers. The Deductibility Worksheet should have been completed prior to materials (i.e. marketing materials, invitations) being distributed.
- C. This form is the key document that provides the University of Hawaii Foundation with information necessary to receipt the donor, apply proper donor recognition credit, and record the income correctly into a Foundation account.
- D. Please attach to the transmittal any pertinent documentation. For example, donor letter, proposal, event flyer or announcement.

II. Contributions

- A. A contribution is a nonreciprocal transfer in that there is no implicit or explicit statement of exchange, purchase of services, or provision of exclusive information. If the donor receives benefits in return for the contribution, the amount of the gift recorded and reported is reduced by the fair market value of all benefits given according to IRS regulations.
- B. Contributions for a University of Hawai'i program or activity are processed through the Foundation.
- C. Contributions earmarked for a specific purpose must be deposited to an account with the same purpose.
- D. Payment with Quid Pro Element:
 1. All gift receipts issued by the Foundation must state whether any goods or services were provided to the donor. Please indicate on the transmittal the fair market value of any item provided to a donor in exchange for or in consideration of, in whole or in part, his/her contribution.
 2. If the benefit to the donor is in excess of the "safe harbor allowance", the donor's tax deduction will be limited to the difference between the contributed amount and the fair market value of the item. Please refer to the current "safe harbor" figures which are indexed annually for inflation.
 3. The Deductibility Worksheet for Fundraisers along with the draft of solicitation materials should have been submitted to the Foundation for approval before any fund drive/campaign was conducted. To comply with IRS regulations, tax deductible and donor benefit amounts should be substantiated prior to the solicitation of contributions.
 4. To calculate the tax deductible amount of an event fee, please submit the Deductibility Worksheet for Fundraisers along with the draft of solicitation materials to the Foundation for approval before publicizing or soliciting the event.
 5. Fundraising sale and events proceeds to benefit the university, which have a charitable component to its payment, should be submitted with the Transmittal of Contribution form.
 - a. Income generated from fundraisers, that use university facilities and resources are not eligible for deposit in the Foundation unless the university is reimbursed for the use of its resources or a Chancellor, Vice President or the President provides written authorization in accordance with university policies.
 6. Raffles
 - a. Gambling is generally considered illegal in the State of Hawai'i.
 - b. A person engages in gambling, "if he stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under his control or influence, upon an agreement or understanding that he or someone else will receive something of value in the event of a certain outcome." (Hawaii Revised Statute §712-1220)
 - c. Raffles at events are considered gambling and illegal if you must purchase tickets to participate. This is because raffles have some item of value wagered (consideration), it is random chance which numbers are called, and if your number is called you receive something of value (reward).



- d. Payments can not be mandatory to participate in a raffle.
- e. Voluntary donations can be accepted as long as they are not required.

III. How to Fill Out a Transmittal of Contribution Form

1 & 2	Project # and Title	Insert the project number this event will relate to (i.e. account expenses to be taken out, revenues to be deposited into) The title of the fund.
3	Date	Date the transmittal is filled out.
4	Dept	The department the fund relates to.
5	Address	The address of the contact person.
6	Contact – Name	The individual who will be the contact person for this event who can answer questions regarding this event.
7	Phone #	The phone number of the contact.
8	Donor Name and Address	The donor's name and address.
9	Comments	Use these lines to document and/or list any special comments or instructions related to the income. For example, if it is a gift in memory, in honor of, or on behalf of someone, list the name of the honoree. Also, list the name and address of the person(s) to be notified of this gift.
10	Contribution	The amount of each item that is a gift/contribution portion.
11	Other	The amount of each item that is non gift income.
12	Total	The total value of all items on the transmittal.
13	Signature of Account Administrator or UHF Development Staff	Certification of the Account Administrator or UHF Development Staff to the particular project number.