

Friends of the Library

Donated Books and Materials Receipt Change Instructions

The Friends of the Library (FOL) will be changing how donors of books and materials will receive their tax receipts.

Currently, donors receive an Online Gift Receipt Information slip instructing them to go to supportmls.org and fill out an online form to receive an emailed tax receipt letter. **This online form will be going away as of January 1st, 2019.** We will be replacing the current information slip with the actual tax receipt making the process easier for the donor and staff as well as being more cost effective for our library system. There will be a 3 month overlap where we will roll out the new slips while leaving the online form available.

What to do:

- When donors drop off donated materials at a library, employees must provide the donor with the new FOL Tax Receipt Slip. The staff member **must** fill out the fields on the tax receipt slip including a signature before providing it to the donor.
 - If you are uncomfortable signing your name please feel free to sign it illegibly or use your initials, but the form must be signed by an MLS employee.
- If donors refuse a receipt that is fine, but the staff member is required to explain to the donor that the FOL do not retain copies of these receipts and will not be able to replicate it should they decide in the future that they need one.
- The donor should only receive a single tax receipt slip for the donation and the date listed should reflect the date MLS received it.
- If donors have questions, please have them call 405-606-3763.
- If a location runs out of receipt slip pads, the location must request more from FOL via the DVS Office. While waiting for the order to be fulfilled staff members must print a receipt from the intranet under Development / Documents & Forms and fill it out as they would the slip from the pad and give it to the donor before they leave.

Important dates:

- September 25th – Libraries will receive the new FOL Tax Receipt Slip pads.
- September 27th – FOL will send out an email to donors from the last 5 years alerting them to the pending change.
- October 1st – Libraries will start passing out the new FOL Tax Receipt Slips to donors. FOL adds disclaimer to the top of the online receipt page alerting donors to the change.
- December 11th – Reminder email to donors about pending change.
- January 1st – FOL removes the online receipt form from Supportmls.org.



FRIENDS OF THE
METROPOLITAN LIBRARY SYSTEM

THIS IS YOUR TAX RECEIPT

Friends of the Metropolitan Library System is a 501(c)3 non-profit organization (FEIN: 73-1044902) and is registered with the state of Oklahoma. No goods or services were provided to the donor by the Friends of the Metropolitan Library System. Please consult your Certified Public Accountant or professional tax preparer when determining the appropriate value of your gift. **Per IRS regulations, estimates of fair market value for income tax purposes are the responsibility of the donor.** For more tax information, please refer to IRS Publication #526, Charitable Contributions.

A Donor: _____
B Location: _____
C Received by: _____ **D** Date: _____

E Please select the type(s) of items you are donating:

- | | |
|---|--|
| <input type="checkbox"/> Books | <input type="checkbox"/> VHS Tapes |
| <input type="checkbox"/> e-Readers | <input type="checkbox"/> DVDs |
| <input type="checkbox"/> Magazines | <input type="checkbox"/> CDS |
| <input type="checkbox"/> Cassette Tapes | <input type="checkbox"/> Vinyl Records |
| <input type="checkbox"/> Gaming System/ Games | <input type="checkbox"/> Other: _____ |

The Friends of the Metropolitan Library System do not retain a copy of this receipt. Attach this receipt to your itemized list of donated goods along with their fair market value.

Please follow us on [Facebook.com/okcbooksale](https://www.facebook.com/okcbooksale) and Twitter [@LibraryFriendok](https://twitter.com/LibraryFriendok)

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friends@metrolibrary.org ■ Phone (405) 606-3763 ■ Fax (405) 606-3735

A. List the donor's name here or the name of a company and the individual dropping off the donation. Also, donors may request to have their name and their spouses' listed, which is fine.

B. Only list your location here. Please use your branch's stamp if possible instead of hand writing it in.

C. Provide your signature here. If you are worried about the donor learning your full name from your signature you can sign your name illegibly or use your initials.

D. List the date of the donation that you are assisting. Do not back date or predate the slip. Use a date stamp if possible.

E. Check off what the donor is donating and if it is not listed check other and provide a brief description. You do not need to document the quantity or a list of titles, nor a value, that is the responsibility of the donor.