



## Gifts of Grain

Following is the paper trail for donors to receive the intended tax benefits from a gift of grain. Without this paperwork, the IRS may treat the transaction as a sale by the donor resulting in a contribution of cash, rather than as a contribution of grain.

1. The donor should notify the Foundation that they are making a gift of grain.
2. When the donor delivers the gifted grain to the elevator, they should instruct the elevator to issue a storage receipt in the name of the Church of the Nazarene Foundation. The storage receipt is the evidence that ownership of the grain was transferred from the donor to the Foundation. Forward the storage receipt to the Foundation.
3. If the grain is already in storage when the gift is made, the elevator should be instructed to transfer the grain in their records into the name of the Church of the Nazarene Foundation.
4. The donor should inform the elevator that it should send the contract to sell the grain to the Foundation for signature. The contract can be mailed or faxed to us at 913-577-0898. If the elevator does not use written contracts for grain sales, the Foundation will provide a letter of instruction or phone instructions to the elevator. Because CNF is the owner of the grain following the gift, the donor should not instruct the elevator to sell the grain.
5. The elevator should issue the check for the sale of the grain to the Church of the Nazarene Foundation at the address below.

The above is the IRS recommended paper trail in the case of audit.

If we can be of any future assistance or if you have any questions, do not hesitate to contact us using the information below.

Thank you for your gift!

**Mail: Church of the Nazarene Foundation  
17001 Prairie Star Parkway, Suite 200  
Lenexa, Kansas 66220**

**Phone: (913) 577-2983**

**Fax: (913) 577-0898**

**E-mail: [accounting@nazarenefoundation.org](mailto:accounting@nazarenefoundation.org)**