

HOW TO DONATE YOUR OLD PC

- 1. Choose an organization that accepts donated computer equipment.** There are several organizations, including Goodwill Industries, which not only accept computer donations but also rebuild and redistribute them.
- 2. Contact the organization before donating.** Not all organizations accept computer donations, and some do not accept any computers older than two years. To find the Goodwill agency near you and what donations they accept, use the zip code locator at www.goodwill.org, or call (800) 664-6577.
- 3. Keep the operating system intact.** You'll be well within copyright and licensing laws if you leave the operating system and current license loaded on a donated computer. And, since charitable organizations usually cannot afford to purchase and license new operating systems, the legal transfer can go a long way.
- 4. Delete personal information.** Identity thieves could find your vital records if you don't take the necessary steps to completely erase your computer's hard drive. Even after you remove and delete your files, there will still be information embedded in the guts of the computer. Use a utility program, such as Norton SystemWorks, that can permanently remove files so that crooks cannot retrieve them.
- 5. Remember the accessories.** Don't forget the keyboard, mouse, printer, modem, packaged software, and other accessories. Most organizations only accept complete systems.
- 6. Provide original media and documentation.** It's helpful to have the original disks, media and documentation that came with the PC. Include the proof of license, which will help ensure the legal transfer of the operating system.
- 7. Recycle old and useless computer equipment.** Keep our environment clean and dispose of obsolete equipment responsibly. Several organizations, such as some local Goodwill agencies, Computer Recycling Center (www.crc.org) and PCDisposal.com (www.pcdisposal.com) accept obsolete computers and make sure equipment is disposed of properly.
- 8. Keep a list of what you donated for your records.** A tax advisor can determine what donations are deductible. IRS regulations state you can deduct the fair market value of the item. For more information on claiming a charitable deduction, visit www.irs.gov (publication: <http://ftp.fedworld.gov/pub/irs-pdf/p561.pdf>).
- 9. Save your new PC's paperwork.** Store the documents that came with the new PC. When the time comes around to donate it, everything will be in one place.