

REQUIREMENTS FOR CHARITABLE CONTRIBUTIONS

The following list summarizes the substantiation requirements for charitable contribution deductions:

CASH:

Less than \$250:

A bank record OR a receipt or letter from the qualified organization that shows the following:

- a. The name of the qualified organization,
- b. The date of the contribution, and
- c. The amount of the contribution.

You must obtain this receipt at the time of the donation.

\$250 or more:

Same as Less than \$250, plus

A written acknowledgement from the organization that includes:

- a. The amount of the cash you contributed,
- b. Whether the organization gave you any goods or services as a result of your contribution,
- c. A description and good faith estimate of the value of any goods or services described in (b), and
- d. A statement that the only benefit you received was an intangible religious benefit, if that was the case.

You must obtain this acknowledgement by the time the tax return, for the year of the donation, is filed or due (whichever comes first).

NON-CASH:

Less than \$250:

A receipt from the qualified organization that shows the following:

- a. The name of the qualified organization,
- b. The date and location of the contribution, and
- c. A reasonably detailed description of the property.

You must also keep reliable written records for each item contributed that include the following:

- d. The fair market value of the property at the time of the contribution and how you figured the fair market value,

- e. The cost or other basis of the property, if you must reduce its fair market value by appreciation,
- f. The amount you claim as a deduction for the tax year as a result of the contribution, if you contribute less than your entire interest in the property during the tax year, and
- g. The terms of any conditions attached to the contribution of property.

You must obtain this receipt at the time of the donation.

\$250- \$500

Same as Less than \$250, plus meet the following tests:

- a. The acknowledgment must be written,
- b. The acknowledgment must include:
 - 1. A description of any property you contributed,
 - 2. Whether the qualified organization gave you any goods or services as a result of your contribution, and
 - 3. A description and good faith estimate of the value of any goods or services described in (2).

You must obtain this acknowledgement by the time the tax return, for the year of the donation, is filed or due (whichever comes first).

\$500 - \$5,000

Same as \$250 - \$500, plus records that include:

- a. How you got the property (i.e., by purchase, gift, inheritance, etc.),
- b. The approximate date you got the property, and
- c. The cost or other basis of property held less than 12 months and, if available, the cost or other basis of property held 12 months or more.

You must obtain this acknowledgement by the time the tax return, for the year of the donation, is filed or due (whichever comes first).

\$5,000 or more (same or similar items, except publicly traded securities)

Same as \$500 - \$5,000, plus

A qualified written appraisal on the donated property from a qualified appraiser, and

Declaration of Appraiser and Donee Acknowledgment (Form 8283, Section B)

You must have your appraisal done by a qualified appraiser no earlier than 60 days before the contribution and received no later than the time the tax return, for the year of the donation, is filed or due, (whichever comes first).