

GUIDELINES FOR CHARITABLE CONTRIBUTIONS

Charitable Contribution Substantiation Information Required		
Amount	Documentation	Substantiation
Cash Donation of less than \$250	Bank Record	Includes cancelled check, bank, credit union, or credit card statement showing name; and transaction posting date (credit card)
	Written communication from charity	Name of charity, date, and amount of contribution
	Payroll Deduction	Pledge card and pay stub, W-2 wage statement, or other document furnished by employer, including total amount withheld for charity
Cash Donations of \$250 or more	Written acknowledgment from the charity for each donation	Name of charity, date, amount paid, description (but not value) of goods or services provided by the charity
Noncash contributions of less than \$250	Receipt from donee or reliable records	Tax Tip: Take pictures of your non-cash donation and keep them with the receipts
Property donations greater than \$250 and not more than \$500	Contemporaneous written acknowledgment	Name of charity, date, amount paid, and description (but not value) of goods or services provided by the charity
Property donations greater than \$500 and not more than \$5,000	Written acknowledgment	<u>All of the above, plus:</u> How you got the property; Date you got the property; and Cost or other basis. Must file Form 8283, Noncash Charitable Contributions
Donation of \$5,000 or more excluding stock, certain works of art, and autos	Qualified Appraisal	Provide appraisal for attachment to Form 8283
Donations of art valued at \$20,000 or more	Signed appraisal and photograph	Attach signed appraisal to return and provide photograph of sufficient quality and size to fully show object if requested by the IRS
Stock of publicly traded corporation	No appraisal required if as of date of contribution market quotations are readily available on an established securities market	Attach Form 8283 to return
Non-publicly traded stock	Contributions greater than \$5,000 and less than or equal to \$10,000	A partially completed appraisal summary; complete Form 8283, Part I
	Contributions greater than \$10,000	Attach qualified appraisal to return
Vehicle, boat and airplane with value of more than \$500	Value is the lesser of the gross sales proceeds or the FMV of the vehicle if no "significant use or material improvement"	Contemporaneous written acknowledgement from donee