

Donation Record

Fill in relevant information each time you make a charitable donation.

This log, along with receipts and any photos of the item(s) donated, should be kept for a minimum of 3 years when you claim a tax deduction.

[illegible]

The following donation guidelines are a summary only and are intended to be general in nature. Everyone's tax situation is different; please consider your own situation and consult with a tax advisor with any questions about your tax status.

● **To be eligible for a tax deduction, you must donate to a qualifying non-profit organization.**

501(c)(3) designation is available to religious organizations, ministries, and non-profit service providers that meet certain strict guidelines. Political campaigns and lobbying organizations generally do not qualify.

● **When attending fundraising events or making a contribution for which you receive a gift or other consideration (e.g., a book, concert tickets, or other goods or services), only a portion of your donation will be tax-deductible.** The organization should provide this information to you.

● **Make sure you obtain receipts for your donations and that you record the date the gift was made, the name of the charity, the condition of any item(s) donated, and the fair market value of the gift.**

● **Monetary donations (including cash, check, electronic funds transfers, credit or debit card charges, or other monetary contributions of any amount):** You must keep a bank record or a written communication from the non-profit as proof of the contribution. Bank records include bank or credit union statements, canceled checks, or credit card statements, showing the date paid or posted, the name of the charity, and the amount of the payment. If you make a donation with cash and do not receive a receipt, you may not claim a deduction.

● **Payroll deductions:** Contributions made by payroll deduction require a pay stub, W-2, or other document furnished by your employer that states the amount withheld for payment to charity, and written acknowledgement of the recurring donation (such as a pledge card or other receipt) from the charity, issued in your name.

● **Deductions of \$250 or more:** You must have a written acknowledgement of your contribution(s), which states whether the charity provided any goods or services in return. If any consideration was provided (a *quid pro quo* contribution), the written acknowledgment must include a good faith estimate of the value of the goods or services.

● **Donate no later than December 31 to claim the deduction on that year's annual tax filing.**

● **Search for "IRS Publication 526" for a complete, current guide to charitable contributions.**

● **Connect with an accountant or financial advisor for any questions about complying with IRS regulations for tax deductions.**

Information provided by Cross My Heart Ministry.

Because your tax situation is unique, these general guidelines may not be relevant to your taxes.

Please consult with a CPA or other tax advisor if you have any questions about your return.

