

Charity Donation Record

No one likes digging through a desk or shoebox at tax time, searching for the one receipt that shows a charity donation. Simplify your paperwork when filing your taxes by keeping all of your charitable contributions on one form.

Cash & Check Donations

Less than \$250: a cancelled check or account statement is sufficient
\$250 or more: a written receipt from the organization is required

| Date | Organizations | Amount | Receipt (Y/N) |
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Non-Cash Donations:

Less than \$250: A receipt showing: a) name of the charitable organization; b) date and location of the contribution; c) a reasonably detailed description of the property

\$250-\$500: Same receipt, except it should also include whether you received any goods or services in exchange for the donation

\$500-\$5,000: Same receipt, and also the following information: a) date acquired by donor (you); b) how acquired by donor; c) donor's cost or adjusted basis (how much you paid for the item)

| Date of contribution | Name of Organization | Description of property donated | Date acquired by donor | How acquired by donor | Donor's cost | Fair market value |
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This is only a summarized list of general requirements. Consult IRS publication 526, "Charitable Contributions," or a tax advisor for full details and specific exceptions.