

# Charitable Contributions Recordkeeping Requirements



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**BUSINESS SERVICES, INC**  
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## Recordkeeping Requirements

### Recordkeeping Requirements for Charitable Contributions

#### Reporting Requirement Thresholds:

- **Cash.** Do not combine separate contributions.
- **Noncash.** Combine claimed deductions of all similar items to determine \$501 or greater amount.

#### Contribution: Less than \$250

<b>Cash</b>	One of the following: 1) Bank record with organization's name, date, and amount of contribution. Bank records may include canceled check, bank statement, or credit card statement. 2) Receipt (includes email) showing organization's name, date, and amount of contribution. 3) Payroll deduction record.
<b>Non-cash</b>	All of the following: 1) Receipt from a charitable organization showing the name of the organization, date and location of the contribution, and a reasonably detailed description of property contributed. 2) Documentation of FMV and method used to determine amount claimed, if less than your entire interest, and terms of any condition attached to the contribution.  <b>Note:</b> A receipt is not required where it is impractical to get one, such as leaving property at a charity's unattended drop site. The organization's name, date of contribution, and description of property are still required.

#### Contribution: \$250 to \$500

<b>Cash</b>	Same as less than \$250, plus:  Written acknowledgement from the charitable organization or payroll deduction record. The acknowledgement must (1) show the date and amount of the contribution, (2) state whether any goods or services other than intangible religious benefits were provided by the charitable organization (including a good faith estimate of the value), and (3) a statement that the only benefit the taxpayer received was an intangible religious benefit, if that was the case.  The taxpayer must receive the acknowledgement by the earlier of the date of filing or due date of the return, including extensions.
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#### Contribution: \$250 to \$500 (continued)

<b>Non-cash</b>	Documentation as in 2), previous column, for less than \$250 plus written acknowledgement from the charitable organization showing (1) the date and location of the contribution, (2) a reasonably detailed description of the contributed property, (3) whether any goods or services other than intangible religious benefits were provided by the charitable organization (including a good faith estimate of the value), and (4) a statement that the only benefit the taxpayer received was an intangible religious benefit, if that is the case.  The written acknowledgement does not need to state fair market value.  The taxpayer must receive the acknowledgement by the earlier of the date of filing or due date of the return, including extensions.
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#### Contribution: \$501 to \$5,000

<b>Cash</b>	Same as \$250 to \$500.
<b>Non-cash</b>	Same as \$250 to \$500, plus: • How property was acquired (purchase, gift, inheritance, etc.). • Approximate date property was obtained or produced. • Cost or other basis and basis adjustments.  If information about the date acquired or basis of the property is not available due to reasonable cause, attach an explanation to the return.

#### Contribution: Over \$5,000

<b>Cash</b>	Same as \$250 to \$500.
<b>Non-cash</b>	Same as \$250 to \$5,000. A written appraisal is generally required. Certain exceptions exist for written appraisals including securities with readily available market quotations.

## Part Contribution, Part Goods or Services

A written statement from a charity is required if a donation is more than \$75 and is partly a contribution and partly for goods or services. The statement must contain an estimate of the value of goods or services received. **Exception:** A written statement for goods or services is not required if one of the following is true.

