

**From the desk of  
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# Written Requirements Relating to Charitable Donations

The Internal Revenue Service requires certain documentation relating to charitable donations.

If you plan to claim a charitable donation as a deduction on your tax return you must have the following documentation:

- A bank record or written communication from an authorized charitable organization for any monetary donations;
- Only donations to qualified charitable organizations that are registered with the IRS will qualify for a deduction;
- Written acknowledgement from the charity for any single donation of \$250.00 or more.
- If you should make any single donation amounting to \$250.00 or more to a qualified charity you must obtain one of the following:
  - 1) A separate acknowledgment for each donation of \$250.00 or more;
  - 2) If there are a number of donations to a specific charitable organization, or church, a single acknowledgement enumerating all donations for the year is sufficient.
  - 3) The \$250.00 threshold does not require contributions less than \$250.00 to be accumulated throughout the year such as weekly donations to your church if the amount of each donation is less than the threshold amount.
  - 4) Donations made by payroll deduction are considered separate contributions for each pay period.

Donations that are for goods or services are deductible to the extent the amount that is more than the value of the goods or services.

This relates specifically to the dinner, cruise, or other item one pays for at the church raffle. To the extent that you pay more than the value of the dinner, trip, car, or whatever you purchase, that portion that exceeds the value of the goods or services is the deductible amount, not the entire payment.

When obtaining written acknowledgement from a charitable organization you must obtain that written documentation on or before the earlier of two dates, those being:

- The date of the filing of your tax return for the year in which the donation is claimed;
- The due date including extensions for filing your tax return.

If the acknowledgement fails to indicate the date of the donation you must also have a bank record or receipt that indicates the date of the donation.

If you donate a vehicle, boat, truck, or aircraft you must obtain written documentation of the donation if the value of the gift exceeds \$500.00.

The documentation must specify what the charity sold that item for which becomes your deduction, and that documentation must be submitted with your tax return.

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Our emphasis here at Muffoletto & Company is to provide you proper guidance and understanding of the rules that affect you. Should you have questions relating to any tax or financial matters, give us a call at (818) 346-2160, or you can visit us on the web at [www.petemcpa.com](http://www.petemcpa.com)!

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