



### NON-CASH CONTRIBUTIONS

Use this section to indicate donated items (household goods, clothing, etc.) made to charities and their value.

\* Indicates the fair market value for item(s) donated (the amount you are claiming as a deduction).

Name of charity:			
Date of contribution:		* Value (\$):	
Brief description of items donated:			

Charity Address	City	State	Zip

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### CHARITABLE DEDUCTIONS – RECORD KEEPING

For record keeping purposes, it is important that you maintain a record of your cash and non-cash charitable contributions. This supporting evidence will be needed in the event of an audit or a question directly from the IRS.

Records to keep for Cash Donations less than \$250: bank record, receipt, or written acknowledgment from the charity.

Records to keep for Cash Donations greater than \$250: letter from the organization listing the donation amount and if goods or services were provided to the donor by the organization in return. State a description and approximate value of those goods and services and keep photo documentation of donated items for your records. Donors MUST have this documentation before the timely filing of the tax return. W-2 and pledge card from the charity is sufficient for payroll deductions.