



Helping You Keep More of What You Earn

Recordkeeping Requirements for Charitable Contributions

A) Money.

Donors (you) of charitable contributions of cash, checks or other monetary gifts must retain certain records of the gift, regardless of the amount. Specifically, the donor (you) must maintain either:

- 1) A bank record; or
- 2) A bank receipt or other written communication from the donee indicating the name of the donee organization, the date the contribution was made, and the amount of the contribution.

B) Clothing and Household Items.

Deductions for charitable contributions of clothing or household items are limited to items in good used conditions or better. Also, the IRS by regulation may deny charitable deductions for clothing or household items of minimal value. An exception exists for single items if the claimed deduction exceeds \$500 in value and a qualified appraisal is included with the tax return.

My charitable deductions this year (20____)

- 1) Cash, Checks or other Monetary Gifts \$_____
- 2) Clothing and Household Items \$_____

(If Clothing and Household Items are greater than \$500 please provide)

Name: _____

Address: _____

Date of Contribution: _____

What was given? _____

Valued using thrift shop: _____ Y or N

Signature _____ Date _____

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