Donation Substantiation

Cash Donations	
Less than $250	**Bank record** OR **receipt from charity** OR **payroll deduction record** (terms in **bold** are defined below).
Greater than $250	**Donor acknowledgment letter** from the charity.
Greater than $75 and you benefit partially (e.g., fundraising event that includes a meal)	Written statement from the charity with an estimate of benefit value.
Greater than $250 and you benefit partially	Donor acknowledgment letter with an estimate of benefit value.
Out of pocket expenses while rendering services	Adequate records to prove the amount of unreimbursed expenses AND a donor acknowledgment letter which also lists the services you provided.

Non-Cash Donations	
Less than $250	Receipt or letter from charity showing their name/address, date and description of donation OR records indicating this information and the fair market value of the items.
Between $250 and $500	Donor acknowledgment letter including a description of the donations (value of the donation is not required).
Greater than $500, but less than $5,000	Donor acknowledgment letter with description of the donations (value not required) AND IRS Form 8283 with section A filled out by donor.
Greater than $5,000	Donor acknowledgment letter with description of the donations AND a qualified written appraisal AND IRS Form 8283 with section B filled out and signed by the appraiser and the charity.
Qualified conservation Contribution	Donor acknowledgment letter with the fair market value of the property before and after the donation and the conservation purpose of the donation AND IRS Form 8283 filled out appropriately.
Vehicles greater than $500	IRS Form 1098-C supplied by charity to donors within 30 days of selling the vehicle or within 30 days of the donation if the charity plans to materially improve the vehicle or use it to further its mission. *The donation amount is lesser of gross proceeds when the donee organization sells the vehicle or the fair market value on the date of contribution if the charity keeps it.

Definitions	
Bank Record	A record that shows the name of the charity, the contribution date and amount. Examples: a canceled check, bank statement, credit card statement, EFT receipt, or scanned image of the front and back of a check from a bank.
Receipt from charity	Receipt, letter or other written communication that shows charity name, date, and amount of contribution.
Payroll deduction record	A pay stub, W-2, or other employer-furnished documents that shows the date/amount of contribution AND document prepared by/for the charity showing their name and states that they provide no goods or services in exchange for any contribution made to it by payroll deduction.
Donor acknowledgment letter	A contemporaneous written acknowledgment letter provided by the charity, that includes the date and amount of cash contributed, a statement that the charity gave you no goods or services as a result of your contribution; but if they did, a description and the estimated value of those items. To be contemporaneous, the donor **must** have the letter by the tax return filing date or due date, whichever is earlier.

Donations greater than $5,000 not requiring an appraisal	*Securities* which have published, quoted values. **Please note *cryptocurrency* <u>does</u> require an appraisal if the donation is greater than $5,000.**
	Vehicles (car, boat, plane) if the donation is limited to gross proceeds from its sale and contemporaneous written acknowledgment (1098-C) is obtained.
	Intellectual Property.
	Inventory or property held for sale to customers in the ordinary course of your business.

Resources:
- IRS Publication 1771, *Charitable Contributions, Substantiation and Disclosure Requirements*   https://www.irs.gov/pub/irs-pdf/p1771.pdf
- IRS Publication 526, *Charitable Contributions*   https://www.irs.gov/pub/irs-pdf/p1771.pdf
- IRS Publication 561, *Determining the Value of Donated Property*   https://www.irs.gov/pub/irs-pdf/p561.pdf
- IRS Publication 4303, *A Donor's Guide to Vehicle Donation*   https://www.irs.gov/pub/irs-pdf/p4303.pdf