

Charity Donation Record

No one likes digging through a desk or shoebox at tax time, searching for the one receipt that shows a charity donation. Simplify your paperwork when filing your taxes by keeping all of your charitable contributions on one form.

Cash & Check Donations

Less than \$250: a cancelled check or account statement is sufficient
\$250 or more: a written receipt from the organization is required

Date	Organizations	Amount	Receipt (Y/N)

Non-Cash Donations:

Less than \$250: A receipt showing: a) name of the charitable organization; b) date and location of the contribution; c) a reasonably detailed description of the property

\$250-\$500: Same receipt, except it should also include whether you received any goods or services in exchange for the donation

\$500-\$5,000: Same receipt, and also the following information: a) date acquired by donor (you); b) how acquired by donor; c) donor's cost or adjusted basis (how much you paid for the item)

Date of contribution	Name of Organization	Description of property donated	Date acquired by donor	How acquired by donor	Donor's cost	Fair market value

This is only a summarized list of general requirements. Consult IRS publication 526, "Charitable Contributions," or a tax advisor for full details and specific exceptions.