

Documenting Noncash Charitable Contributions

For charitable contributions not made in cash, the records that you must keep depend on whether your deduction for the contribution is; Less than \$250; At least \$250 but not more than \$500; Over \$500 but not more than \$5,000; or over \$5,000.

Requirement for All Noncash Contributions; Including Deductions of Less Than \$250

If you make any noncash contribution, you must get and keep a receipt from the charitable organization showing:

1. The name of the charitable organization,
2. The date and location of the charitable contribution, and
3. A reasonably detailed description of the property contributed.

A letter or other written communication *from the charitable organization* acknowledging receipt of the contribution and containing the information in items #1, #2 and #3 above will serve as a receipt.

Additional Records Required: You must also keep reliable written records for *each item* of donated property. Your written records must include the following information:

1. The name and address of the organization to which you contributed.
2. The date and location of the contribution.
3. A description of the property in detail reasonable under the circumstances
4. The fair market value of the property at the time of the contribution and how you figured the fair market value.

Deductions of At Least \$250 but Not More Than \$500

If you are claiming a deduction of at least \$250 but not more than \$500; you must follow the record keeping requirements listed under “*Requirement for All Noncash Contributions; Including Deductions of Less Than \$250*”; and your receipt or acknowledgement from the Charitable Organization must meet the following tests:

1. It must be written.
2. It must include:
 - a. A description (but not necessarily the value) of any property you contributed,
 - b. Whether the qualified organization gave you any goods or services as a result of your contribution (other than certain token items and membership benefits), and
 - c. A description and good faith estimate of the value of any goods or services described in (b.) above.

Deductions over \$500 but Not Over \$5,000

If you are claiming a deduction over \$500 but not over \$5,000, you must follow the record keeping requirements described under “*Deductions of At Least \$250 But Not More Than \$500.*” and your records must also include:

1. How you acquired the property, for example, by purchase, gift, bequest, inheritance, or exchange,
2. The approximate date you acquired the property or, if created, produced, or manufactured by or for you, the approximate date the property was substantially completed, and
3. The property’s cost or other basis.

Deductions over \$5,000

If you are claiming a deduction of over \$5,000 for a charitable contribution of one property item or a group of similar property items, you must record keeping requirements described under “*Deductions over \$500 but not over \$5,000.*” In figuring whether your deduction is over \$5,000, combine your claimed deductions for all similar items donated to any charitable organization during the year.

Generally, if the claimed deduction for an item or group of similar items of donated property is more than \$5,000, you must get a qualified appraisal made by a qualified appraiser, the qualified appraiser must sign your tax form 8283, and the donee must sign your tax form 8283.

In addition to the above requirements, there are also certain deduction criteria for the following types of noncash contributions:

Contributions of Vehicles or Boats of More than \$500. If you are claiming a deduction of more than \$500 for a vehicle or boat you contributed to charity, the law requires that you obtain a **Form 1098-C** or other written acknowledgment containing the same information as shown on Form 1098-C from the charity in order to deduct your contribution.

Do you have a Form 1098-C documenting your charitable contribution of a vehicle or boat? (*check one*) Yes No

Contributions of Clothing or Household Items. Generally, a deduction is not allowed for a charitable contribution of clothing or household items unless the items are **in good used condition or better**. Household items generally include furniture, furnishings, electronics, appliances, linens, and other similar items.

Were your charitable contributions of clothing or household items in good used condition? (*check one*) Yes No

Please provide a listing of your noncash contributions: For all noncash contributions valued at \$250 or more, please attach documentation as outlined above. *For contributions over \$5,000, include a copy of the appraisal and confirmation from the charity.*

Organization Name and Address		Organization Name and Address	
Description of Property		Description of Property	
Date Acquired		Date Acquired	
How Acquired		How Acquired	
Cost of Basis		Cost of Basis	
Date Contributed		Date Contributed	
Fair Market Value (FMV)		Fair Market Value (FMV)	
How FMV Determined		How FMV Determined	

Organization Name and Address		Organization Name and Address	
Description of Property		Description of Property	
Date Acquired		Date Acquired	
How Acquired		How Acquired	
Cost of Basis		Cost of Basis	
Date Contributed		Date Contributed	
Fair Market Value (FMV)		Fair Market Value (FMV)	
How FMV Determined		How FMV Determined	

For additional information, please refer to IRS Publication 526 and 561: www.irs.gov/pub/irs-pdf/p526.pdf and www.irs.gov/pub/irs-pdf/p561.pdf