



## Donations Substantiation Guide

Type of Donation	Amount Given in a Single Donation			
	Less Than \$250	\$250 to \$500	\$501 to \$5,000	Over \$5,000
<b>Cash</b>	Bank record or written receipt from charity.	• Acknowledgment.	• Acknowledgment.	• Acknowledgment.
<b>Publicly Traded Stock</b>	• Receipt. • Reliable written records.	• Acknowledgment. • Reliable written records.	• Acknowledgment. • Reliable written records. • Form 8283, Section A.	• Acknowledgment. • Reliable written records. • Form 8283, Section A.
<b>Nonpublicly Traded Stock</b>	• Receipt. • Reliable written records.	• Acknowledgment. • Reliable written records.	• Acknowledgment. • Reliable written records. • Form 8283, Section A.	• Acknowledgment. • Reliable written records. • Qualified appraisal (if FMV > \$10,000). • Declaration of appraiser and donee acknowledgment (Form 8283, Section B).
<b>Artwork</b>	• Receipt. • Reliable written records.	• Acknowledgment. • Reliable written records.	• Acknowledgment. • Reliable written records. • Form 8283, Section A.	• Acknowledgment. • Reliable written records. • Qualified appraisal (must attach to return if FMV > \$20,000). • Declaration of appraiser and donee acknowledgment (Form 8283, Section B).
<b>Autos, Boats and Planes</b> —Charity sells without significant use or material improvement.	• Receipt. • Reliable written records.	• Form 1098-C or other acknowledgment. • Reliable written records.	• Form 1098-C (attached to tax return). • Reliable written records. • Form 8283, Section A.	• Form 1098-C (attached to tax return). • Reliable written records. • Donee acknowledgment (Form 8283, Section B).
<b>Autos, Boats and Planes</b> —Charity gives or sells at a significantly discounted price to needy individual in a qualified transfer.	• Receipt. • Reliable written records.	• Form 1098-C or other acknowledgment. • Reliable written records.	• Form 1098-C (attached to tax form). • Reliable written records. • Form 8283, Section A.	• Form 1098-C (attached to tax form). • Reliable written records. • Qualified appraisal. • Declaration of appraiser and donee acknowledgment (Form 8283, Section B).
<b>Autos, Boats and Planes</b> —Significant use or material improvement by charity.	• Receipt. • Reliable written records.	• Form 1098-C or other acknowledgment. • Reliable written records.	• Form 1098-C (attached to the tax return). • Reliable written records. • Form 8283, Section A.	• Form 1098-C (attached to the tax return). • Reliable written records. • Qualified appraisal. • Declaration of appraiser and donee acknowledgment (Form 8283, Section B).
<b>All Other Noncash Donations</b>	• Receipt. • Reliable written records.	• Acknowledgment. • Reliable written records.	• Acknowledgment. • Reliable written records. • Form 8283, Section A.	• Acknowledgment. • Reliable written records. • Qualified appraisal. • Declaration of appraiser and donee acknowledgment (Form 8283, Section B).
<b>Payroll Deduction</b>	• Paystub, W-2 or other reliable written record from employer. • Pledge card.	• Paystub, W-2 or other reliable written record from employer. • Pledge card.	• Paystub, Form W-2 or other reliable written record from employer. • Pledge card.	• Paystub, Form W-2 or other reliable written record from employer. • Pledge card.
<b>Volunteer Out-of-Pocket Expenses</b>	Receipt, cancelled check or other reliable written records.	• Receipt, cancelled check or other reliable written records. • Acknowledgment.	• Receipt, cancelled check or other reliable written records. • Acknowledgment.	• Receipt, cancelled check or other reliable written records. • Acknowledgment.

### Definition of terms:

**Reliable Written Records.** Taxpayers' records must include the following information:

- 1) Name and address of donee organization,
- 2) Date and location of the contribution,
- 3) Description of the property,
- 4) FMV of the property (or cost, if taxpayer required to or elects to reduce FMV for appreciated property),
- 5) Information related to contributions of partial interests in property, if applicable and
- 6) Terms of any conditions attached to the donation, if applicable. [Reg. §1.170A-13(b)(2)(ii)]

**Acknowledgment.** Written acknowledgment from the charity must include a description of the property or amount of cash donated plus a statement as to whether the donor received any goods or services (with a good faith estimate of value) in connection with the donation. [Reg. §1.170A-13(f)]

- If the donor received intangible religious benefits, the acknowledgment must say so, although no valuation of such benefits is required.
- Taxpayers must receive the acknowledgment before the earlier of (1) the date the return for the year of the donation is filed or (2) the due date, including extensions, for filing the return.
- The acknowledgment can be either a paper copy or in electronic format, such as an email addressed to the donor. (IRS Pub. 1771)
- If for taxpayer's out-of-pocket expenses, the statement must describe the taxpayer's services and state whether the charity provided goods or services in consideration for out-of-pocket expenses.

**Pledge Card.** The donor must obtain a pledge card or other documentation from the charity that also states that the charity does not provide goods or services in return for any contribution made to it by payroll deduction.

**Cash donations of less than \$250.** The donor must maintain either a bank record (most likely a cancelled check, wire transfer acknowledgement or credit card record) or a written communication from the charity showing the name of the donee organization, and the date and amount of the contribution. [IRC §170(f)(17)]

**Noncash donations of less than \$250.** Receipt not required when it is impractical to obtain one from the donee organization (for example, items are left at a charity's unattended dropbox).

**Property donations over \$500.** Records must also include information on how and when the property was acquired and the cost or adjusted basis (not required for property held 12 months or more). Vehicles valued at more than \$500 and later sold by the charity require additional substantiation.

**Clothing and household items.** Donations of clothing and household items must be in "good used condition or better."