CONTRIBUTION TRACKING : NON-CASH DONATIONS

NAME: _____ SOC. SEC.: _____ TAX YEAR: _____

NAME OF CHARITY: _____ DATE DONATED: _____

ADDRESS OF CHARITY: _____

_____

DONATED PROPERTY

Description	Quantity	Acquired			Donated Value		
		Year	Code (A)	Cost/ Basis	Fair Market Value	Condition Code (B)	Valuation Code (C)
Total							

CHARITABLE MILEAGE / TRAVEL

DESCRIPTION	MILES DRIVEN	RATE	TOTAL
Total			

FAIR MARKET VALUE

Fair market value generally means the price property would willingly change hands between a knowledgeable buyer and a knowledgeable seller.

(A) ACQUIRED CODES

A = GIFT
B = PURCHASE
C = INHERITED
D = EXCHANGE

(B) CONDITION

N = NEW
G = GOOD
F = FAIR
P = POOR

(C) VALUE BASIS

1 = THRIFT SHOP VALUE
2 = APPRAISAL
3 = CATALOG
4 = COMPARABLE SALES

- Are there any restrictions placed on the property donated? ❑ Yes ❑ No
- Did you donate less than 100% ownership? ❑ Yes ❑ No

OTHER REQUIREMENTS

- Ensure organization is qualified. Some Basics:
  - Most religious organizations
  - Non-profit schools and hospitals
  - Public parks and recreation areas
  - Non-profits such as: CARE, Goodwill, Salvation Army, Red Cross, Girl / Boy Scouts.
- Photograph key items to substantiate value and condition.
- Get written confirmation and receipts for all donations and attach them.
- Donated vehicles require an acknowledgement of value (form 1098-C or equivalent) from the charitable organization.
- Donated clothing and household items must be in good used condition or better.

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