

CHARITABLE CONTRIBUTION SUBSTANTIATION

| Charitable Contribution Substantiation Information Required | | |
|---|--|---|
| Amount | Documentation | Substantiation |
| Cash donations of less than \$250 | Bank record | Includes canceled check, bank, credit union, or credit card statement showing name and transaction posting date (credit card) |
| | Written communication from charity | Name of charity, date, and amount of contribution |
| | Payroll deduction | Pledge card and pay stub, W-2 wage statement, or other document furnished by employer, including total amount withheld for charity |
| Cash donations of \$250 or more | Written acknowledgment from the charity for each donation | Name of charity, date, amount paid, description, and estimate of value of goods or services provided by the charity |
| Noncash contributions of less than \$250 | Receipt from donee or reliable records | |
| Property donations greater than \$250 and not more than \$500 | Contemporaneous written acknowledgment | Name of charity, date, amount paid, and description (but not value) of goods or services provided by the charity |
| Property donations greater than \$500 and not more than \$5,000 | Written acknowledgement | All of the above, plus: <ul style="list-style-type: none"> • How you got the property; • Date you got the property; and • Cost or other basis Must file Form 8283 |
| Donations of \$5,000 or more excluding stock, certain works of art, and autos | Qualified appraisal | Attach appraisal to return and complete page 2 of Form 8283 |
| Donations of art valued at \$20,000 or more | Signed appraisal and photograph | Attach signed appraisal to return and provide photograph of sufficient quality and size to fully show object if requested by the IRS |
| Stock of publicly traded corporation | No appraisal required if as of date of the contribution, market quotations are readily available on an established securities market | Attach Form 8283 to return |
| Nonpublicly traded stock | Contributions greater than \$5,000 and less than or equal to \$10,000 | A partially completed appraisal summary; complete Form 8283, Part I |
| | Contributions greater than \$10,000 | Attach qualified appraisal to return |
| Vehicle, boat, and airplane with value of more than \$500 | Value is the lesser of the gross sales proceeds or the FMV of the vehicle if no "significant use or material improvement" | Taxpayer needs contemporaneous written acknowledgement from donee organization; donee organization must use Form 1098-C to report value of vehicle donations if vehicle is sold; this can be used to provide acknowledgement to the donor |
| <p>Note: These rules apply to individuals making qualified contributions to IRC §501(c)(3) organizations. Additional rules apply when gifting a partial or restricted interest, gifts via trusts, and gifts with remainder interest.</p> | | |