

Charitable Contributions Reporting

Substantiation and Disclosure Requirements

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Diocese of
Green Bay

Donor Substantiation Requirements

In order to claim a tax deduction, the donor must maintain:

- Bank record (e.g. cancelled check, bankcard statement)
OR
- Written communication from the charity showing
 - Name of the charity
 - Date of the contribution
 - Amount of the contribution
- Payroll Deductions require a pledge card AND one of the following
 - Pay stub
 - Form W2
 - Other employer furnished document

Written Acknowledgment Requirement

For any single contribution of \$250 or more the donor must obtain a written acknowledgment of the contribution from the recipient organization.

Written acknowledgment should include:

- Name of organization
- Amount of cash contribution
- Description (but not value) of non-cash contribution
- Statement that no goods or services were provided in return for the contribution, if that was the case
- Description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution

Written Acknowledgment Requirement - Continued

- No penalty for not providing the written acknowledgment, but the donor cannot claim the tax deduction without it.
- Do not need to include the donor's Social Security number or tax identification number.
- Separate acknowledgment for each contribution over \$250 or an annual summary.
- No IRS form for the acknowledgment
- Paper or electronic are acceptable

Written Acknowledgment Requirement - Continued

Due Date

- Recipient organizations usually send by January 31st
- IRS requirement
 - Date the donor files federal income tax return
 - OR due date of the return

Thank you.

Resource:

<https://www.irs.gov/pub/irs-pdf/p1771.pdf>

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