

Charitable Contributions Made During This Year

Contributions to Political Groups or Candidates for Public Office are NOT deductible.

General Rules for 'Cash' Contributions under \$250. For any charitable donation in the form of cash, check or other monetary gift, no deduction is allowed unless the donor substantiates the deduction with a bank record or a written communication from the recipient showing the name of the charitable recipient organization, the date of the contribution and the amount of the contribution.

Cash Contributions of \$250 or More. For all **individual donations** of \$250 or more, a contemporaneous written acknowledgement from the donee is required for the contribution to be deductible. Personal bank registers, diaries, notes or just cancelled checks are no longer acceptable.

All **Non-Cash** property donation items must be in **good used condition or better**.

Non-Cash Charitable Contributions of less than \$250. For a deduction to be allowed, the donor must maintain a receipt for each contribution from the charity showing the name and address of the charitable organization, date of contribution and description of the contributed property.

Non-Cash Charitable Contributions of Between \$250 and \$500. The donor must substantiate the contribution with a contemporaneous written acknowledgement from the charity for the deduction to be allowed.

Non-Cash Charitable Contributions of \$500 to \$5,000. For a deduction to be allowed, donor must have contemporaneous written acknowledgement from the donee organization and must provide the following information:

- Name and address of the donee
- Date of the contribution
- Description of donated property
- Fair market value of donated property
- Cost or basis of donated property
- Date and manner of acquisition of donated property

Non-Cash Charitable Contributions of \$5,000 or more require an appraisal. Special rules apply. Contact our office before donation for details.

Contribution of Vehicles has MANY requirements. Call our office for details.

Travel, Gift, and Vehicle Expenses

Travel expenses (including meals and lodging), gifts, and vehicle expenses or mileage are not allowed to be deducted unless the expense is substantiated by adequate records or by sufficient evidence corroborating your own statements. In addition, the regulations require you to maintain documentary evidence, such as receipts, paid bills, etc., for 1) any lodging expenditure, and 2) any other expenditure of \$75 or more.

For business travel, the documentation should include the amount, date, place, and business purpose of the travel.

For business gifts, the documentation should include the amount, date, description of gift, business purpose of gift, and business relationship of recipient of the gift.

For vehicle expenses, the taxpayer must be prepared to substantiate auto deductions with adequate records including 1) the amount of each expenditure for the vehicle, 2) the total mileage on the vehicle each year and a breakdown of the business, personal and commuting miles and 3) the date of each expense or use and the business or investment reason for each expense or use of the vehicle.