



Charitable Giving Worksheet

NON-CASH CONTRIBUTIONS

Use this section to indicate donated items (household goods, clothing, etc.) made to charities and their value.

* Indicates the fair market value for item(s) donated (the amount you are claiming as a deduction).

Name of charity:			
Date of contribution:		* Value (\$):	
Brief description of items donated:			

Charity Address	City	State	Zip

Name of charity:			
Date of contribution:		* Value (\$):	
Brief description of items donated:			

Charity Address	City	State	Zip

Name of charity:			
Date of contribution:		* Value (\$):	
Brief description of items donated:			

Charity Address	City	State	Zip

CHARITABLE DEDUCTIONS – RECORD KEEPING

For record keeping purposes, it is important that you maintain record of your cash and non-cash charitable contributions. This supporting evidence will be needed in the event of a question directly from the IRS or audit.

- Records to keep for Cash Donations less than \$250: bank record, receipt, or written acknowledgment from the charity.
- Records to keep for Cash Donations greater than \$250: letter from the organization listing the donation amount and if goods or services were provided to the donor by the organization in return.

Non-Cash Donations: State a description and approximate value of those goods and services and keep photo documentation of donated items for your records.