

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 from the charitable organization.