

Charitable Contributions Worksheet

Cash Donations: Cash donations exceeding \$250 are required to have a receipt from the charity. The written receipt must include the name of the charity, the date and the amount of the contribution. For donations less than \$250, you must have a record of the contribution and a bank record such as a cancelled check or a bank statement containing the name of the charity, the date and the amount. We do not require your receipts, however, retain them as you would need them for an audit.

Please use the following table to enter your cash donations.

Name of Charitable Organization	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Charitable Miles Driven (coaching, volunteering, teaching Sunday school, etc) _____

Non-Cash donations: If non-cash donations **total** \$500.00 or less, please write in below the name and amount of the donation. If non-cash donations **total** \$500.00 or more, please provide us the receipts. **Remember** the IRS requires that you have itemized lists and receipts of **all** non-cash donations.

Name of Charity	Donated Property	Fair Market Value
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Note: If you donated a vehicle, please provide documentation from the charity, this may include a form 1098-C.