



C.A.T.S. Tax Service, Inc.

Enrolled Agents

DONATION LOG

This log should be kept for a minimum of three years if you are claiming a charitable deduction. Additional tax records to keep with this log include photos and receipts

Donation Date	Name of Charity/ Organization	Address of Charity/ Organization	Items/Cash Donated	Condition of Items	Thrift Store Value	Original Purchase Price (approx.)	Original Purchase Date (approx.)	Photo	Receipt

An organization must give you a written statement if it receives payment from you for more than \$75 and is partly a contribution and partly for goods or services

Cash Contributions- cash, check, electronic funds, debit card, credit card, or payroll deduction

You cannot deduct cash contribution, regardless of the amount, unless you keep one of the following:

1. Bank record that shows the name of the organization, date of contribution, and amount of contribution. Bank records include canceled check, bank statement or credit card statement
2. Receipt or letter from organization showing name of organization, date of contribution, and amount of contribution
3. Payroll deduction records

Cash contributions of \$250 or more can be claimed if you have an acknowledgement of your contribution from the organization.

Non-Cash deductions or less than \$250

If you make any noncash contributions, you must keep a receipt from the charity showing:

1. Name of organization
2. Date and location of contribution
3. Reasonable detailed description of property