

# Contributions: Thank You & Disclosure Requirements

If you are a non-profit charity (501c3) or a church that receives donations or contributions, there are a few disclosure requirements you need to be aware of.

- A donor must have written communication from the charity for any monetary donation in order to claim a charitable contribution on their taxes.
- Charitable organizations are required to provide a written disclosure to a donor who receives goods or services in excess of \$75.

## Thank You Requirements:

- Written thank yous or receipts need to include the following information:
  - Name of organization
  - Amount of cash contribution
  - Date donation was received
  - Description (but not the value) of non-cash contributions
  - Statement that no goods or services were provided by the organization, if that is the case

## Examples of wording:

*(Sample acknowledgement of financial donation to 501c3)*

Thank you for your contribution of \$ (amount) to (Organization's name) on (date). Your support will (share what this donation will do or how it will help you fulfill your mission.)

(Organization) is a 501(c)3 nonprofit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your financial donation.

*(Sample acknowledgment of financial donation to a 501c3, in which the donor purchased a ticket for fundraising special event)*

Thank you for your contribution of \$ (amount) to (Organization's name) on (date). For federal tax purposes, you can deduct as a charitable contribution the price of this ticket less its fair market value. We estimate the fair market value of this ticket to be \$(amount), so your charitable contribution is \$(amount).