

2016 Charitable Giving Summary Worksheet

(Complete if you itemize your deductions)

**In the past, you may have provided us with your charitable giving receipts.
To expedite the preparation of your tax return, you can use this worksheet to summarize your charitable giving.
Be sure to keep the bank records and/or receipts with your tax documents as supporting evidence in the event of an IRS question or audit. See below for required documentation.**

Cash Contributions: (you can either list each charity separately or total the amounts and put that total on the ***Total Cash Contributions*** line) (attach additional sheets if necessary)

Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____
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Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____

Total Cash Contributions \$ _____

Non-Cash Contributions: (attach additional sheets if necessary)

Name of charity _____
Date contributed ____ / ____ /2016
Address of charity (required) _____
City _____ State _____ Zip Code _____
Brief description of items donated (household goods, clothing, etc) _____

Fair market value for item donated (the amount you are claiming as a deduction)\$ _____

Name of charity _____
Date contributed ____ / ____ /2016
Address of charity (required) _____
City _____ State _____ Zip Code _____
Brief description of items donated (household goods, clothing, etc) _____

Fair market value for item donated (the amount you are claiming as a deduction)\$ _____

Name of charity _____
Date contributed ____ / ____ /2016
Address of charity (required) _____
City _____ State _____ Zip Code _____
Brief description of items donated (household goods, clothing, etc) _____

Fair market value for item donated (the amount you are claiming as a deduction)\$ _____

Name of charity _____
Date contributed ____ / ____ /2016
Address of charity (required) _____
City _____ State _____ Zip Code _____
Brief description of items donated (household goods, clothing, etc) _____

Fair market value for item donated (the amount you are claiming as a deduction)\$ _____

It is important to maintain accurate records of your charitable contributions. If you have a question about whether or not a contribution is deductible and/or about the records you should maintain, please contact our tax department. Required records:
Cash less than \$ 250.00: bank record, receipt, or payroll record sufficient.
Cash greater than \$ 250.00: letter from the organization listing amount of the donation; whether any goods or services were provided to the donor by the organization in return for the donation and a description and approximate value of those goods and services; donor must have this documentation before timely filing the return.