

Guidelines for Tax Receipting

When planning an event, the following rules apply for IRS charitable gift deductions:

- The IRS requires that a charitable gift receipt be provided to contributors for gifts of \$250 or more. As a matter of policy, COTA provides a charitable gift receipt letter for contributions of \$75 or more.
- For a purchase of a good/service (at an auction, for example), the total amount paid may not be tax deductible. Only the amount contributed beyond the fair market value of the good/service is tax deductible.

The checks/credit card receipts and In-Kind Donation Form(s) must be sent to COTA within seven days after an event. Do not include any other checks in this packet. Attach a note of explanation with the event description, campaign name and the event chairperson's name and telephone number.

Checks and Cash Collections

If a check is written in honor of a patient, the check should be made payable to COTA. In the memo line, the contributor should write "In Honor of *Patient Name*." If possible, a COTA volunteer should confirm the address information on the check. COTA will record the contribution based on the name of the person writing the check (or the business, if applicable).

Cash collections should be consolidated into a money order or cashier's check and mailed to COTA. **Do not deposit cash into a personal or local bank account.**

Receipt Letters

Receipt letters are sent to contributors who make donations via check or credit card of \$75 or more. Receipt letters must go to the person who wrote the check. COTA can send an acknowledgment letter to someone other than the check writer, indicating that a gift was given in their honor, but COTA may not receipt any gift without documentation that the gift was actually given by that person.

If there are any questions regarding contributions or the acknowledgment of contributions, go to the *Volunteers* area of COTA.org or email CampaignInfo@cota.org.