

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.

For your convenience, please use the **Event Income Summary** form provided by COTA (available in the Volunteers section of COTA.org, and on the following page). This summary includes the name of the participant, the value of the good/service, the amount of the contribution and the total amount paid.

The checks/credit card receipts and In-Kind Donation Form(s) must be sent to the Children's Organ Transplant Association within seven days after every 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.

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 acknowledgement 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 proof (copy of a check) that the gift was actually given by that person.

If there are any questions regarding contributions, the acknowledgement of contributions or to request additional Event Income Summary forms, please go to the Volunteers area of COTA.org or email CampaignInfo@cota.org.