



## SUBSTANTIATION OF CHARITABLE CONTRIBUTIONS IN EXCESS OF \$250

### **POLICY**

The Archdiocese of Miami, and all parishes, schools and related entities, **shall** comply with applicable provisions of Section 170 of the Internal Revenue Code and shall substantiate annual, aggregate charitable contributions of \$250 or more by providing donors with an annual tax receipt. The tax receipt shall be issued by January 31<sup>st</sup> of each calendar year reflecting the annual, aggregate charitable contributions made to the entity during the prior calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>. In compliance with the IRS tax code, the tax receipt must state that “no goods or services were received in exchange for the donation.” If goods or services were received in exchange for the donation, or any portion thereof, then that donation (or the portion of that donation) is not tax deductible, and a tax receipt should not be issued for the non-tax deductible amount.

### INTERNAL REVENUE CODE §170

Section 170 of the Internal Revenue Code provides that no deduction shall be allowed to a taxpayer for a separate charitable contribution of \$250 or more unless they have written substantiation from the charitable organization (i.e. Archdiocese of Miami, parish, school, program or other ADOM entities). Taxpayers may no longer rely on a canceled check for substantiation of a contribution of \$250 or more.

### SUBSTANTIATION OF CHARITABLE CONTRIBUTIONS IN EXCESS OF \$250

The Archdiocese of Miami and all of its entities (i.e. parishes, schools, and programs) shall issue annual tax receipts to its donors for all **aggregate** charitable contributions received in excess of \$249 during a calendar year. The tax receipt shall be issued by January 31<sup>st</sup> of each calendar year reflecting the annual, aggregate charitable contributions made to the entity during the prior calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>.

### TAX RECEIPT REQUIREMENTS

Although a tax receipt need not be made in any particular form, it must contain the following information:

1. The total aggregate, annual amount of cash contributed (not pledged) or a description (not a valuation) of contributed property other than cash.
2. An indication whether the entity provided any goods or services in exchange for the gift.
  - a. A description and good faith estimate of the value of any goods or services provided by the entity in exchange for the gift.
  - b. A statement that such goods and services consist solely of intangible religious benefit or said amount was deducted from the contribution.
3. If the entity provided no goods or services to the donor in consideration of their contribution, the entity must include a statement that effect.

A sample tax receipt template is provided as a reference to this policy.

Reference: *Tax Receipt Sample Template*

Initial: March, 2013  
Current: January, 2023