

Receipts for Donations

Quick Summary of Guidelines

The IRS has not created a standard format for contribution receipts, but the following information must be included:

- * The donor's name (the PTA's Federal ID or EIN, is *not *required)
- * The amount of money or a description of the item donated
- * A statement indicating whether or not any goods or services were provided in return for the gift
- * A good-faith estimate of the value of goods or services provided; insubstantial values need not be recorded (see above)

The receipt can be a letter, a postcard, an e-mail message, or a form created for the purpose.

Any donations worth \$250 or more must be recognized with a receipt. The charity receiving this donation must automatically provide the donor with a receipt.

You will find written guidance on receipts for After Prom prizes and donations on the National PTA website, www.pta.org. The username and password are on the back of your PTA membership card

or... just paste this in your browser

http://www.pta.org/MoneyMatters_QRG.pdf

See Money Matters, pages 55 through 58 for information on donations and how to handle receipts.