

Guidelines for Donation Receipts

This information is provided by The Finance Committee of the United States Spiritist Council to assist Spiritist Centers who need to issue receipts to donors and contributing members at the end of the fiscal year for income tax purposes. There are a few important items to consider when receipts are issued:

- 1) By law, they must be ready and delivered to donors by January 31;
- 2) Receipts must have the Employer Identification Number (EIN);
- 3) There are no legal limits to the amount but the organization must know the total value of the donation;
- 4) Receipts should be issued for the prior year only. For example on January 31, 2010, the receipts are for January to December 2009;
- 5) Often, donors bring used merchandise or give cash contributions and need a receipt. In case of cash the receipt must be for the amount given, but if it's merchandise the donor must state the estimated value however, \$250.00 maximum per donation is a reasonable amount;
- 6) The Internal Revenue Service is interested in donations that exceed 2% of the institution's revenue. This interest is based on a need to monitor political influence or money laundering schemes within nonprofit organizations. Consequently, the center must keep good records about donors of large sums such as complete name, address, dates, amount and the relationship the donor has with the center, if any.

SPIRITIST GROUP XYZ

CONTRIBUTION STATEMENT FOR 2009

THANK YOU FOR YOUR GENEROUS CONTRIBUTION

NAME: Worker of the last hour TOTAL: \$000.00

A nonprofit organization - EIN 99-9999999

123 Main Street, Any Town, XX 00000