

Year-End Donation Acknowledgements/IRS Receipts

We are grateful for your support of IMCW. We will be sending out acknowledgements for many of the gifts given in last year before the end of January. IRS guidelines require that we provide a written acknowledgement for any single contribution of \$250 or more or for a single payment in excess of \$75, which was partially for goods and services. Receipts are available at the dana table at the Wednesday night class in Bethesda, or from managers and teachers for cash donations made at classes and retreats. Gifts of less than \$250 are treated individual gifts and do not accumulate for reporting purposes. Please check with the IRS for record-keeping requirements.

Recipient organizations typically send written acknowledgments to donors no later than January 31 of the year following the donation. For the written acknowledgment to be considered contemporaneous with the contribution, a donor must receive the acknowledgment by whichever is the earlier: the date on which the donor actually files his or her individual federal income tax return for the year of the contribution; or the due date (including extensions) of the return.

If you will be filing before the end of January contact our administrator, Anne Adams Green, at Anne.Green@imcw.org. Please include the details of your donation. Upon confirmation of the donation she will send a letter for your filing purposes. You will still receive an automatic acknowledgement at the end of January.

For more information:

<http://www.irs.gov/pub/irs-pdf/p1771.pdf>

<http://www.irs.gov/charities/article/0,,id=96102,00.html>

