

# 2020 Charitable Giving Summary Worksheet

(Complete if you itemize your deductions)

In the past, you may have provided us with your charitable giving receipts. To expedite the preparation of your tax return, you can use this worksheet to summarize your charitable giving. Be sure to keep the bank records and/or receipts with your tax documents as supporting evidence in the event of an IRS question or audit. See below for required documentation.

**\*\*DO NOT INCLUDE CHARITABLE CONTRIBUTIONS MADE DIRECTLY FROM IRAS ON THIS WORKSHEET\*\***

**Cash Contributions:** (you can either list each charity separately or total the amounts and put that total on the **Total Cash Contributions** line) (attach additional sheets if necessary)

Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____
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Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____
Name of charity _____	Amount given \$ _____

**Total Cash Contributions** ..... \$ \_\_\_\_\_

**Non-Cash Contributions:** (attach additional sheets if necessary)

Name of charity \_\_\_\_\_  
Date contributed \_\_\_\_/\_\_\_\_/2020  
Address of charity (required) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Brief description of items donated (household goods, clothing, etc.) \_\_\_\_\_  
\_\_\_\_\_  
Fair market value for item donated (the amount you are claiming as a deduction) .....\$ \_\_\_\_\_

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Name of charity \_\_\_\_\_  
Date contributed \_\_\_\_/\_\_\_\_/2020  
Address of charity (required) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Brief description of items donated (household goods, clothing, etc.) \_\_\_\_\_  
\_\_\_\_\_  
Fair market value for item donated (the amount you are claiming as a deduction) .....\$ \_\_\_\_\_

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Name of charity \_\_\_\_\_  
Date contributed \_\_\_\_/\_\_\_\_/2020  
Address of charity (required) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Brief description of items donated (household goods, clothing, etc.) \_\_\_\_\_  
\_\_\_\_\_  
Fair market value for item donated (the amount you are claiming as a deduction) .....\$ \_\_\_\_\_

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Name of charity \_\_\_\_\_  
Date contributed \_\_\_\_/\_\_\_\_/2020  
Address of charity (required) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Brief description of items donated (household goods, clothing, etc.) \_\_\_\_\_  
\_\_\_\_\_  
Fair market value for item donated (the amount you are claiming as a deduction) .....\$ \_\_\_\_\_

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**It is important to maintain accurate records of your charitable contributions.**  
**Cash less than \$ 250.00:** bank record, receipt, or written acknowledgment from the charity.  
**Cash greater than \$ 250.00:** letter from the organization listing amount of the donation AND whether any goods or services were provided to the donor by the organization in return for the donation and a description and approximate value of those goods and services. Donor MUST have this documentation before timely filing the return. W-2 and pledge card from charity sufficient for payroll deductions.