



Contribution Statements

Do I need to distribute contribution statements to donors?

Are churches required to distribute contribution statements to their donors?

Technically, the answer is no. However, a donor cannot claim a tax deduction for any \$250 or more single contribution without written acknowledgment of the contribution by the recipient organization. There are no required IRS forms for the acknowledgment. However, the written and dated statement should contain:

- The church name
- The date and amount of each contribution given
- A statement that includes *"No goods or services were exchanged other than intangible religious benefits."*

When is it too late?

- The donor must receive the statement by the earlier of:
- The date on which the federal income tax return is filed
- The return's due date.

IRS rules are not the only thing to consider when determining whether-or-not to distribute contribution statements. There are other important reasons to consider:

- Contribution statements are an important point of contact with the donors
- Even if the donor gave only one time during the year, the contribution statement shows the church recognizes and appreciates the donation.
- Children also appreciate having their gifts acknowledged. It helps them to start a good, life-long habit of giving.

Consider sending every donor an annual contribution statement!

[Watch our YouTube video on printing contribution statements from PowerChurch.](#)

Have questions? Feel overwhelmed or need assistance?

WE CAN HELP

Our trainers, knowledgeable in accounting practices as well as PowerChurch Plus, can provide the help you need. Call us at 217-877-6766!

This newsletter contains information about churches and tax matters. This information is general in nature and does not consider your organization's specific circumstances. This information should not be treated as an alternative to taxation advice from an appropriately qualified professional. If you have specific questions, please consult Stewardship Resources, LLC (a division of Summit Tax & Accounting, LLC) at (217) 877-6766 for advice tailored to your need.