

# GIVING STATEMENTS

The IRS requires us to provide a giving statement to acknowledge individual monetary gifts of \$250 or more. Donors may use their cancelled check or credit card receipt to document monetary gifts under \$250. Keep a record of each giving statement you provide.

How do treasurers comply with this requirement? We have options. Many treasurers find it easiest to provide a receipt-like giving statement as soon as a monetary gift of \$250 or more is received. Some provide one for each gift, regardless of size. Others record individual member giving throughout the year and provide a consolidated giving statement at the end of the year that lists each gift.

Whichever method you use, your giving statement should include at least:

- 1) Name of Unit if you are a Unit Treasurer or District if you are a District Treasurer
- 2) Donor's name
- 3) Date of donation
- 4) Amount given
- 5) Tax statement to include: No goods or services were provided in exchange for this donation, other than intangible religious benefits.
- 6) Statement of appreciation such as: Thank you for giving!

## SAMPLE

GIVING STATEMENT					
Thanks for your generous gift to Springfield First United Methodist Women! For income tax purposes, we confirm that you did not receive any goods or services in return for your donation, other than intangible religious benefits. We appreciate your commitment to mission with women, children and youth. Every penny counts!					
Given by:	Jane Allen	Gift Date:	4/2/2019	Amount:	\$ 275.00
Received by:	Helen Steele, Springfield First United Methodist Women Treasurer				
	111 Bandy Lane, Springfield, IL 62702				

## SAMPLE GIVING STATEMENT RECORD

GIVING STATEMENT RECORD SPRINGFIELD FIRST UNITED METHODIST WOMEN			
Date Giving Statement Provided:	Given by:	Gift Date:	Amount:
4/2/2019	Jane Allen	4/2/2019	\$ 275.00
7/10/2019	Mary Jones	7/10/2019	\$ 255.00

**GIVING STATEMENT**

Thanks for your generous gift to \_\_\_\_\_ United Methodist Women!  
For income tax purposes, we confirm that you did not receive any goods or services  
in return for your donation, other than intangible religious benefits. We appreciate  
your commitment to mission with women, children and youth.

***Every penny counts!***

Given by: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Gift Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Address: \_\_\_\_\_



**FILE COPY**

**GIVING STATEMENT**

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Given by: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_ Gift Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Address: \_\_\_\_\_