



MY CVC Donation is TAX DEDUCTABLE

All charitable donations made through CVC via payroll deduction, cash, check, credit card, or stock donation are eligible for tax deduction status (if no goods or services were received in exchange for the gift).

IRS Guidelines for Charitable Donations

(Complete information available at: <http://www.irs.gov/pub/irs-pdf/p526.pdf> –starting at page 17)

~In order for your contribution to qualify for tax deduction you will need to follow the guidelines below~

CASH DONATIONS (less than \$250- includes check, credit, cash)

- Provide cancelled check or bank/credit union or credit card statement
- Receipt from the charity (letter or written communication) that includes the date of your gift and the amount of the contribution

FOR PAYROLL DEDUCTION GIFTS

- A paystub, W-2, or other year-end statement from your employer indicating the amount and date of the contribution (Can be printed from Payline or provided by your H.R. office)
- Copy of your CVC pledge card
- Receipt from the charity (letter or written communication) that includes the date of your gift and the amount of the contribution

FOR STOCK GIFTS

- Please consult your tax accountant based on the amount donated.
- Keep a copy of your pledge card and the receipt generated from the CVC office.
- Keep the notice from the stock broker as to the liquidated value of your stock

If you have **NOT** received a letter from the charity you designated to (AND HAVE INDICATED THAT YOU WISH TO BE RECOGNIZED ON YOUR PLEDGE CARD), please email CVCstaff@dhrm.virginia.gov with the following:

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|------------------------------|----------------------------|-------------------------------|
| ➤ <i>Your Name</i> | ➤ <i>Year the donation</i> | ➤ <i>Name of your State</i> |
| ➤ <i>Name of the charity</i> | ➤ <i>was pledged</i> | ➤ <i>Agency or University</i> |