ADMIN ARCADE

DONATION RECEIPT LOG

One line per gift, as you give. Then check what proof each one needs, ask for any missing letters before you file, and keep this with your tax papers.

ADMINARCADE.COM Life admin for people who hate it

TICKETS EARNED ____ / 5

1 per step you finish. Check off a step's box below when it's done, then count the boxes and write the number here.

Tax year _____ Never write a card or account number here. NAME, DATE, AMOUNT.

- **1** List every gift from this year ☐
- **2** Match each gift to its proof ☐
- **3** Ask for missing letters ☐
- **4** Write up drop-offs and drives ☐
- **5** Set aside what doesn't count ☐

MY GIFTS Cash, check, card, online, paycheck, text-to-give, events

DATE	CHARITY	HOW I GAVE	AMOUNT	PROOF I HAVE (STATEMENT, LETTER, EMAIL)	LETTER NEEDED	GOT IT
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

Letter needed: check it for any single gift of $250 or more, a paycheck gift (pledge card), or an event ticket over $75. Not financial or legal advice. Rules from IRS Publications 526 and 590-B, checked Nov. 8, 2026.

STUFF I DROPPED OFF

Clothes and household items count only in good used condition or better

DATE	CHARITY AND PLACE	WHAT I GAVE	GOOD USED+	VALUE	HOW I VALUED IT	RECEIPT
			☐			☐
			☐			☐
			☐			☐
			☐			☐
			☐			☐
			☐			☐
			☐			☐
			☐			☐
			☐			☐
			☐			☐

MILES I DROVE FOR A CHARITY

14 cents a mile in 2026, plus parking and tolls

DATE	CHARITY	WHERE I DROVE	MILES	PARKING, TOLLS

WHAT PROOF EACH GIFT NEEDS

ANY CASH GIFT: a bank or card statement, canceled check, or a receipt from the charity with its name, the date and the amount.

PAYCHECK GIFTS: your pay stub or W-2, plus a pledge card from the charity.

STUFF UNDER $250: a receipt from the charity, or your own notes if you left it in an unattended drop box.

CAR, BOAT OR VEHICLE OVER $500: Form 1098-C from the charity.

IRA GIFT AT 70½+: the same letter as a deduction. It isn't deducted, it's left out of your income.

ONE GIFT OF $250+: a letter or email from the charity with the amount and whether you got anything back. Get it before you file.

PAID OVER $75 AND GOT SOMETHING: the charity's statement of what it was worth. Only the part above that counts.

STUFF $250 TO $500: a letter from the charity describing it. Over $500 in stuff for the year means Form 8283.

STOCK OR SHARES: a letter from the charity for $250+, and a note of the company and share type. Publicly traded shares need no appraisal.

VOLUNTEER DRIVING: this log, written at the time, with the charity, dates and miles.

Doesn't count: gifts to a person or a fundraiser for one, political campaigns and groups, and raffle, bingo or lottery tickets. **New for 2026:** if you don't itemize, up to $1,000 of cash gifts ($2,000 married filing jointly) can be deducted, not counting gifts to donor-advised funds.

Not financial or legal advice. Ask a tax pro about your own return. adminarcade.com