



- **What does it mean to be a 501(c)(3) organization?**

For charities, this means that they can accept contributions and offer donors a tax deduction for their gifts. For donors like you, this means your contributions are fully tax-deductible to the amount allowed by law. The email receipt you receive from ParentJobNet meets all the IRS requirements as a record of donation.

- **What counts as a charitable organization?**

A charitable organization is generally defined as any non-profit organization that is incorporated and identified by the IRS as a 501(c)(3) organization. These organizations have been given tax-exempt status and can accept contributions. ParentJobNet itself is a registered 501(c)(3) organization.

- **How can I take a deduction for my donation?**

To claim a deduction, you will need to fill out a 1040 Form, which is available through the IRS website, and itemize your deductions on Schedule A. If you fill out the short form or take standard deductions, you cannot claim your contributions.

- **Do I need a receipt for donations I make?**

The IRS does not require receipts for cash donations under \$250, but you should keep donation information on file. Cash contributions of \$250 and over require an acknowledgement that must be sent to the IRS with your tax returns. Every time you make a donation through ParentJobNet, that donation is recorded in your Giving History by the year, a feature that makes itemizing your taxes simple and convenient.

- **Do I need any acknowledgement for donations under \$250?**

Though the IRS does not require receipts for donations under \$250, it is a good idea to keep this information on file. Be sure to keep the canceled check, credit card statement, or email receipt from the organization to which you donate. Always note the donation amount, the date of the contribution, and the name of the charity.

- **For donations over \$250, what information does the receipt need?**

The receipt needs to record the donation amount, the date the donation was made, and the name of the charity, as well as a written acknowledgement from the organization of any property or services that you may have received in return for your donation and an estimate of their value. The IRS should acknowledge an email receipt as an acceptable record of donation, but to be certain, always consult your tax advisor.

When you donate on ParentJobNet, your email acknowledgement will provide the amount, transaction date, and the charity name, all things the IRS wants you to keep a record of when you donate. You will also have to submit your receipts to the IRS by the due date for tax returns or by the date you file your tax returns for the year in which you made the donation, depending on which one comes first.

- **Can I take a deduction for volunteering my time and services?**

You cannot deduct the value of time or services to a charitable organization, but you can deduct any hard costs associated with that volunteering, such as the gas or bus fare it costs to get there. For example, if you volunteer in a charitable hospital and have to wear a uniform, you can deduct the cost of buying and cleaning the uniform. Your friends at the IRS will let you deduct any out-of-pocket expenses you acquire in the course of volunteering.

ParentJobNet will continually add to and update its tax information to address general and specific questions. While we're in the process of bringing you this information, if you have specific questions, please contact your tax advisor or the IRS publications on charitable giving.

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