

SECTION A – LIST OF APPENDICES

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June 20, 2008

Attn: Manager
«Company»
«Address1»
«Address2»
«City», WA «zip»

RE: Parish and School
(EIN 91-)

Dear Manager:

As part of a normal review of parish financial procedures and practices, we are requesting a list of all accounts your institution maintains for the above Parish, School and Mission, and/or any associated clubs, food banks, guilds and societies.

The Employer Identification Number is listed above. Please return the list in the enclosed postage-paid envelope at your earliest convenience.

If you have any questions regarding this request, please contact me at (800) 768-7986.

Sincerely,

Edward M. Williams
Director of Parish Financial Services
Catholic Archdiocese of Seattle

Approved:

, Pastor

Date

Parish

Sample Tamper Evident Bag Procedure

1. Tamper evident bags must be numbered. One or two bags should be assigned for each mass depending on size of bags and collection. One person can assign the bags to a mass. The bag number, date and assigned mass should be recorded on bag log and the person preparing the bags should sign the log.
2. Collection should be placed in bags by ushers before bringing up to the altar or two people can transfer the collection from the basket to the bags after Mass has ended. The people transferring the collection should sign the bag with a permanent marker. Once the bag is sealed it can be in the presence of only one person.
3. Bags should be placed in locked fireproof safe or cabinet. Access to the area should be limited. Bags should always be kept secure. They should not be left unattended where someone could walk off with them.
4. Counters should compare the bag number to the bag log, verify that the numbers match and sign off on the bag log. At least two people must be present when the bag is opened and throughout the count process.

DOCUMENTATION FOR CHARITABLE CONTRIBUTIONS						
	Applies to Cash or Noncash Contributions	Not more than \$75	Over \$75 and under \$250	At least \$250 and under \$500	At least \$500 and under \$5,000	\$5,000 and over
Canceled check acceptable for donor's deduction?	Cash	Yes	Yes	No	No	No
Contribution receipt required for deduction?	Cash and Noncash	No*	No*	Yes	Yes	Yes
Charity's statement on donor's receipt of goods or services required?	Cash and Noncash	No	Yes**	Yes**	Yes**	Yes**
Form 8283*** required?	Noncash	No	No	No	Yes	Yes
Independent qualified appraisal and appraiser's signature required?	Noncash	No	No	No	No	Yes
<p>* Contribution receipt is required only if cancelled check or bank record is unavailable.</p> <p>** May be avoided if the charity meets the minimum value requirements of Revenue Procedures 90-12 and 92-49 and 2006-53.</p> <p>*** Sample form 8283 included as Appendix A-5.</p>						

New IRS Charitable Contribution Substantiation Rules - Receipt Example

Example I: Statement for Contributions

Contribution Statement St. XYZ Parish December 31, 2008			
Donor Name:	Mary Smith		
Address:	123 Main Street Anytown, WA 90000		
<u>Date Received</u>	<u>Check Number</u>	<u>Description of Item</u>	<u>Amount Donated</u>
1/23/08	3759	Offertory Check	\$100.00
4/2/08	5267	Check for Building Fund	\$425.00
7/16/08	9220	Offertory Check	\$ 70.00
Note: No goods or services, other than intangible religious benefits, were provided in exchange for this contribution.			

Example II: Receipt for Contributions of Non-cash Property – Tax deduction will be allowed only if donated clothing or household goods are “in good condition or better”

Receipt St. XYZ Parish February 15, 2008		
Donor Name:	Mary Smith	
Address:	123 Main Street Anytown, WA 90000	
<u>Date Received</u>	<u>Item Number</u>	<u>Description of Item</u>
2/15/08	32	Handmade Rug
This item was donated in good used condition.		
Thank you for your donation.		
(Note: Value determination is the donor’s responsibility.)		

Example III: Auction Receipt

St. XYZ Auction Receipt March 1, 2008			
Donor Name:	Mary Smith		
Address:	123 Main Street Anytown, WA 90000		
<u>Item Number</u>	<u>Description of Item</u>	<u>Good Faith Estimate of Value</u>	<u>Amount Paid</u>
26	Dinner at Vito's	\$25.00	\$100.00
102	Guitar lessons	<u>\$15.00</u>	<u>\$ 25.00</u>
Total		\$40.00	\$125.00
Note: Contributions are tax deductible only to the extent they exceed the value of any goods or services provided.			

Form **8283**
(Rev. December 2006)
Department of the Treasury
Internal Revenue Service

Noncash Charitable Contributions

▶ **Attach to your tax return if you claimed a total deduction of over \$500 for all contributed property.**
▶ **See separate instructions.**

OMB No. 1545-0908

Attachment
Sequence No. **155**

Name(s) shown on your income tax return

Identifying number

Note. Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

Section A. Donated Property of \$5,000 or Less and Certain Publicly Traded Securities—List in this section **only** items (or groups of similar items) for which you claimed a deduction of \$5,000 or less. Also, list certain publicly traded securities even if the deduction is more than \$5,000 (see instructions).

Part I Information on Donated Property—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) Description of donated property (For a donated vehicle, enter the year, make, model, condition, and mileage, and attach Form 1098-C if required.)
A		
B		
C		
D		
E		

Note. If the amount you claimed as a deduction for an item is \$500 or less, you do not have to complete columns (d), (e), and (f).

	(c) Date of the contribution	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) Fair market value (see instructions)	(h) Method used to determine the fair market value
A						
B						
C						
D						
E						

Part II Partial Interests and Restricted Use Property—Complete lines 2a through 2e if you gave less than an entire interest in a property listed in Part I. Complete lines 3a through 3c if conditions were placed on a contribution listed in Part I; also attach the required statement (see instructions).

2a Enter the letter from Part I that identifies the property for which you gave less than an entire interest ▶ _____ . If Part II applies to more than one property, attach a separate statement.

b Total amount claimed as a deduction for the property listed in Part I: **(1)** For this tax year ▶ _____ .
(2) For any prior tax years ▶ _____ .

c Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above):

Name of charitable organization (donee) _____

Address (number, street, and room or suite no.) _____

City or town, state, and ZIP code _____

d For tangible property, enter the place where the property is located or kept ▶ _____

e Name of any person, other than the donee organization, having actual possession of the property ▶ _____

3a Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?

	Yes	No

b Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?

c Is there a restriction limiting the donated property for a particular use?

Name(s) shown on your income tax return	Identifying number
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Section B. Donated Property Over \$5,000 (Except Certain Publicly Traded Securities)—List in this section only items (or groups of similar items) for which you claimed a deduction of more than \$5,000 per item or group (except contributions of certain publicly traded securities reported in Section A). An appraisal is generally required for property listed in Section B (see instructions).

Part I Information on Donated Property—To be completed by the taxpayer and/or the appraiser.

4 Check the box that describes the type of property donated:

<input type="checkbox"/> Art* (contribution of \$20,000 or more)	<input type="checkbox"/> Qualified Conservation Contribution	<input type="checkbox"/> Equipment
<input type="checkbox"/> Art* (contribution of less than \$20,000)	<input type="checkbox"/> Other Real Estate	<input type="checkbox"/> Securities
<input type="checkbox"/> Collectibles**	<input type="checkbox"/> Intellectual Property	<input type="checkbox"/> Other

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note. In certain cases, you must attach a qualified appraisal of the property. See instructions.

	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift	(c) Appraised fair market value
A			
B			
C			
D			

	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	See instructions	
					(h) Amount claimed as a deduction	(i) Average trading price of securities
A						
B						
C						
D						

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of \$500 or less. See instructions.

I declare that the following item(s) included in Part I above has to the best of my knowledge and belief an appraised value of not more than \$500 (per item). Enter identifying letter from Part I and describe the specific item. See instructions. ► _____

Signature of taxpayer (donor) ► _____ Date ► _____

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I hold myself out to the public as an appraiser or perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). In addition, I understand that a substantial or gross valuation misstatement resulting from the appraisal of the value of the property that I know, or reasonably should know, would be used in connection with a return or claim for refund, may subject me to the penalty under section 6695A. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Sign Here | Signature ► _____ Title ► _____ Date ► _____

Business address (including room or suite no.)	Identifying number
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City or town, state, and ZIP code

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ► _____

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file **Form 8282**, Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? ► Yes No

Name of charitable organization (donee)	Employer identification number	
Address (number, street, and room or suite no.)	City or town, state, and ZIP code	
Authorized signature	Title	Date

STATUS DETERMINATION "IRS 20-QUESTIONS"

WORKER'S
NAME: _____

SSN: _____

JOB
DESCRIPTION: _____

DEPT: _____

Answer "YES" or "NO" to the following questions:

		YES	NO
Is the worker a nonresident alien? (If the answer is "YES", this form must be reviewed by Human Resources)			
A.	Is the worker currently on payroll?		
B.	Is the worker incorporated? If the answer is "YES", stop here and complete Section I.		
C.	Will this payment be for one job for less than \$500? If the answer is "YES" stop here and complete Section I.		
D.	Does the worker have a Business License?		
	If the answer is "YES", please provide Business License #:3		

If the answer to either question B, C or D is "YES", consider this worker to be self employed. Skip down to Section I. Sign form and forward form with the necessary documentation to Accounts Payable. If the answer to question B, C or D is "NO", continue to question E.

E.	Will this worker be offered Medical/Dental benefits?		
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If the answer to question E is "YES", consider the worker to be an employee. Skip down to Section I. Sign form and forward form with the necessary documentation to Human Resources. If the answer to question E is "NO", continue to the end of the page.

THE WORKER:		YES	NO
1.	Is required to comply with company instructions about when, where, and how work is done		
2.	Has been trained by the company		
3.	Is integrated into the company's general business operations		
4.	Must render services personally		
5.	Uses assistants provided by the company		
6.	Has a continuing relationship with the company		
7.	Is required to work a set number of hours		
8.	Must devote substantially full time work to the company		
9.	Works on the company's premises		
10.	Must perform work in a pre-set sequence		
11.	Must submit regular progress reports		
12.	Is paid on a regular schedule		
13.	Is reimbursed for all business and travel expenses		
14.	Uses company tools and materials		
15.	Has no significant investment in the facilities that are used		
16.	Has no risk of loss		
17.	Works for only one company		
18.	Does not offer services to the public		
19.	Can be discharged by the company		
20.	Can terminate the relationship without incurring liability		

If you answer "YES" to most of the above questions, the worker is likely considered an employee. Sign form and forward form with the necessary documentation to Human Resources. If the answer to question E is "NO", continue to the end of the page.

SECTION I. Departmental status determination of the worker (check one and sign):

_____ Self-Employed
_____ Employee

Supervisor/Authorized Signer

Date

SECTION II. Human Resources' status determination of the worker (check one and sign):

_____ Self-Employed
_____ Employee

Supervisor/Authorized Signer

Date

IRS TAX PUBLICATIONS

If you are not sure whether you are an employee or an independent contractor, get Form SS-8, *Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding*. Publication 15-A, *Employer's Supplemental Tax Guide*, provides additional information on independent contractor status.

IRS ELECTRONIC SERVICES

You may download and print IRS publications, forms, and other tax information materials on the Internet at www.irs.gov and you may call the IRS at 1-800-829-3676 (1-800-TAX-FORM) to order free tax publications and forms.

From a fax machine, dial (703) 368-9694 and you will immediately get a list of IRS tax forms faxed back to you. Follow the voice prompts to get specific forms faxed to you.

Publication 1796, *Federal Tax Products on CD-ROM*, of current and prior year tax publications and forms, can be purchased from the National Technical Information Service (NTIS). You may order Publication 1796 toll-free through the IRS at 1-877-233-6767 or via the Internet at www.irs.gov/cdorders.

Call 1-800-829-4933, the Business and Specialty Tax Line, if you have questions related to employment tax issues.



Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 1779 (Rev. 1-2005)
Catalog Number 16134L

Independent Contractor



or Employee . . .



INDEPENDENT CONTRACTOR OR EMPLOYEE

Which are you?

*For federal tax purposes, this is an important distinction. Worker classification affects how you pay your federal income tax, social security and Medicare taxes, and how you file your tax return. Classification affects your eligibility for employer and social security and Medicare benefits and your tax responsibilities. If you aren't sure of your work status, you should find out **now**. This brochure can help you.*

The courts have considered many facts in deciding whether a worker is an **independent contractor** or an **employee**. These relevant facts fall into three main categories: *behavioral control*; *financial control*; and *relationship of the parties*. In each case, it is very important to consider all the facts – no single fact provides the answer. Carefully review the following definitions.

BEHAVIORAL CONTROL

These facts show whether there is a right to direct or control how the worker does the work. A worker is an employee when the business has the right to direct and control the worker. The business does not have to actually direct or control the way the work is done – as long as the employer has the right to direct and control the work. For example:

- **Instructions** – if you receive extensive instructions on how work is to be done, this suggests that you are an employee. Instructions can cover a wide range of topics, for example:
 - how, when, or where to do the work
 - what tools or equipment to use

- what assistants to hire to help with the work
- where to purchase supplies and services

If you receive less extensive instructions about what should be done, but not how it should be done, you may be an **independent contractor**. For instance, instructions about time and place may be less important than directions on how the work is performed

- **Training** – if the business provides you with training about required procedures and methods, this indicates that the business wants the work done in a certain way, and this suggests that you may be an **employee**.

FINANCIAL CONTROL

These facts show whether there is a right to direct or control the business part of the work. For example:

- **Significant Investment** – if you have a significant investment in your work, you may be an **independent contractor**. While there is no precise dollar test, the investment must have substance. However, a significant investment is not necessary to be an **independent contractor**.
- **Expenses** – if you are not reimbursed for some or all business expenses, then you may be an **independent contractor**, especially if your unreimbursed business expenses are high.
- **Opportunity for Profit or Loss** – if you can realize a profit or incur a loss, this suggests that you are in business for yourself and that you may be an **independent contractor**.

RELATIONSHIP OF THE PARTIES

These are facts that illustrate how the business and the worker perceive their relationship. For example:

- **Employee Benefits** – if you receive benefits, such as insurance, pension, or paid

leave, this is an indication that you may be an **employee**. If you do not receive benefits, however, you could be either an **employee** or an **independent contractor**.

- **Written Contracts** – a written contract may show what both you and the business intend. This may be very significant if it is difficult, if not impossible, to determine status based on other facts.



When You Are an Employee

- Your employer must withhold income tax and your portion of social security and Medicare taxes. Also, your employer is responsible for paying social security, Medicare, and unemployment (FUTA) taxes on your wages. Your employer must give you a Form W-2, *Wage and Tax Statement*, showing the amount of taxes withheld from your pay.
- You may deduct unreimbursed employee business expenses on Schedule A of your income tax return, but only if you itemize deductions and they total more than two percent of your adjusted gross income.



When You Are an Independent Contractor

- The business may be required to give you Form 1099-MISC, *Miscellaneous Income*, to report what it has paid to you.
- You are responsible for paying your own income tax and self-employment tax (Self-Employment Contributions Act – SECA). The business does not withhold taxes from your pay. You may need to make estimated tax payments during the year to cover your tax liabilities.
- You may deduct business expenses on Schedule C of your income tax return.

CHECK REQUEST

Pay to the order of: _____

Total Amount of Check: _____ Invoice#: _____

DISTRIBUTION

Account Name	Account Number	Purpose	Amount

Requested by: _____ Date: _____

Authorized by: _____ Date: _____

Mail or Give to:

Office Use Only:

Date Paid _____
 Check # _____
 Batch # _____