

## NEIGHBORHOOD ASSISTANCE PROGRAM DOCUMENTATION REQUIREMENTS FOR NAP CONTRIBUTIONS

The following types of contributions are eligible for tax credit when contributed by qualifying Missouri businesses and individuals. All in-kind donations must be an approved line item in the organization's approved NAP budget. All applications for tax credit must include the documentation as described below. Applications submitted without the necessary documentation will not be processed.

### CASH CONTRIBUTIONS:



Required: Copy of both sides of the cancelled endorsed check(s) or a microfiche copy of the front side of the check(s) from the contributor's financial institution with the check #, amount of check and date it was canceled/posted listed directly above or below the front of the check or copy of the front of the check along with the donor's bank statement.

Contributions in the form of a check must be made payable to and endorsed by the approved organization. The date of the check is considered the date of donation.

### CREDIT/DEBIT CARD CONTRIBUTIONS:



Required: Credit card or bank statement with the donor's name and statement date listed along with the pertinent charge/debit to include the date of charge/debit, recipient organization & amount of charge/debit.

### EMPLOYEE PAYROLL DEDUCTIONS:



Required: Initial form authorizing the NAP organization to deduct money from the employee's paycheck, indicating the time frame for which the deduction is to take place, the amount of the deduction for each pay period, the number of pay periods and the total to be deducted which has both the employee's and employer's signatures. Also include the employee's last payroll stub to include all deductions for that time frame.

### REAL ESTATE CONTRIBUTIONS:



Required: Copy of the deed that was filed in the county recorders office, copy of the environmental inspection report (if required), AND the required number of copies of the appraiser's reports performed by state-licensed or certified appraisers

For residential property, if the value exceeds \$25,000, two appraisals are required.

For commercial property, if the value exceeds \$50,000, two appraisals are required.

In all other instances, one copy of the appraiser's report is required.

### EQUIPMENT AND SUPPLIES:



Required: Copy of the invoice showing the cost to the donor or current fair market value, whichever is less

Sales tax and profit margin will not be included in the total of the donation. The NAP tax credits will be certified for the lower of cost or fair market value. Used equipment invoices must be submitted with an appraisal of the fair market value of donated item(s).

### PUBLICLY TRADED STOCKS AND BONDS:



Required: Documentation of the transfer of stocks or bonds from the contributor to the organization indicating the name of the security, # of shares, date of donation and market value on the date of donation (the transfer documentation should come from the contributor's stockbroker) {this is the value of the contribution} AND documentation of the sale of the stocks or bonds by the organization indicating the name of the security and number of shares (the sale of the stock documentation should come from the organization's stockbroker - trade confirmation). Also, we now require a copy of the check from the brokerage agency.