

NEIGHBORHOOD ASSISTANCE PROGRAM
CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Required for **all donations from individuals** made between July 1, 2008 and June 30, 2009

(SEE BACK FOR INSTRUCTIONS BEFORE COMPLETING)

PART I TO BE COMPLETED BY DONOR (TYPE or PRINT ONLY)

<p>1. (Mr./Mrs./Ms./Dr.) _____ (Circle One) Name of Donor (one name only)</p> <p>2. _____ Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone Number With Area Code</p> <p>3. Social Security #: _____ (Required for Tax Documentation)</p>	<p>4. Donation Type: Check <input type="checkbox"/> Marketable Securities <input type="checkbox"/></p> <p>5. Date of donation: ____ / ____ / ____ to ____ / ____ / ____ (Actual date of donation / Beginning to ending date)</p> <p>6. Value of donation: \$ _____</p> <p>No tax credit will be issued for a donation of less than \$500.</p> <p>The value of the tax credit is equal to 40% of the donation's value.</p> <p>NOTE: Only cash and marketable securities are eligible donations for individual NAP tax credits. (Refer to instructions on back).</p>
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NOTE: Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation or when tax-related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.

PART II CERTIFICATION BY DONOR

I certify that the above information is accurate and describes a **cash** or **marketable securities** donation made to the Neighborhood Assistance Organization. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services. Please sign, date, and return this form to the NAP organization for completion. A tax credit certificate will be mailed to you from the Department of Social Services.

Date Signature of Donor

PART III TO BE COMPLETED BY THE NAP ORGANIZATION (TYPE or PRINT ONLY)

I certify that the above individual has made the donation indicated above to this organization and I have documentation supporting the donation. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services.

1. _____ 2. Project I.D. #: _____
(Organization Name as listed on Approval Certificate) (See Organization Approval Certificate)

3. Organization Address: _____ Phone #: _____
(Street, City, State, Zip Code) (Include Area Code)

4. Neighborhood Assistance Organization Approval Year: 07 / 01 / 2008 - 06 / 30 / 2009

Date Signature of Neighborhood Assistance Organization Designee

INSTRUCTIONS FOR CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Use for all **cash** or **marketable securities** donations from individuals made between July 1, 2008 and June 30, 2009.

General:

- Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax-related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.
- Donations must be made with no strings attached.
- NAP approved organization must retain a copy of the supporting documentation (see Reference Sheet) in their files, attach a copy of the check to the CNF-E, and mail to DSS. Failure to follow these guidelines may result in a donor's loss of the tax credit.

Specific Instructions:

PART I

- Items 1-2: Name of individual who made the donation, mailing address and phone number of individual. Please circle or underline appropriate title – Mr./Mrs./Ms./Dr. Use one name only.
- Item 3: Social Security # of donor is required for tax purposes.
- Item 4: Check one type of donation. Each type of donation requires a separate CNF and must meet the \$500 minimum requirement.
- Item 5: Enter the actual date or dates (beginning and ending) over which donation was given. The minimum \$500 cash donation must be met between July 1 and December 31 or between January 1 and June 30 to qualify for an individual NAP tax credit.
- Item 6: No tax credit will be issued for a donation of less than \$500. A maximum of \$50,000 in tax credits per taxable year may be imposed on an individual or a married couple if all available credits are allocated (this includes \$3 million credits administered by the Department of Education). The value of the tax credit is equal to 40% of the donation's value. Only cash or marketable securities are eligible for individual NAP tax credits. Merchandise/goods, services, real estate, etc. are not eligible.

PART II Sign and date the certification. Return the CNF to the NAP organization.

NOTE: Incomplete and/or illegible Contribution Notification Forms will be returned.