

HAWAII FOODBANK 23RD ANNUAL FOOD DRIVE

Frequently Asked Questions on Food and Monetary Donations

Is my donation tax deductible?

Food donations are tax deductible with a store receipt to the extent provided by law.

Monetary donations are tax deductible. Donors who submit personal checks will receive written acknowledgment from the Hawaii Foodbank. For cash donations, a *Hawaii Foodbank Donation Receipt* may be issued by the coordinator upon request.

How do I make an online donation?

Monetary donations may also be placed by credit card. The Hawaii Foodbank accepts American Express, VISA, MasterCard and Discover. Please visit www.hawaiifoodbank.org to place a secure and confidential online donation:

- 1. On the home page, click on the “Donate Now” icon**
- 2. Click on “Make a one-time monetary donation”**
- 3. Complete each information field**
- 4. Under “Payment Information,” please enter your department in the field below (E.g. “University of Hawaii, Information Technology Services” or “Office of the Auditor”)**
- 5. In the verification window, please select “State of Hawaii” from the pull down menu**

Online donations will be credited to your department. Donors will receive an electronic acknowledgment of their gift.

Our online donations are VeriSign secured and fully administered by the Hawaii Foodbank. There is no third party involvement.

Will my name be published?

The Hawaii Foodbank acknowledges donors who contribute monetary donations in its publications, space allowing. If you do not want your gift to be published, please notate “No publish” on your check or enter your request in the comments field when placing a credit card donation online.

Are Hawaii Foodbank T-shirt purchases tax deductible?

Hawaii Foodbank T-shirt purchases are not tax deductible. According to IRS guidelines, you may not deduct contributions from items which you benefit. However, you may make a deduction for gift amounts which exceed the value of the merchandise or service you receive.

Example: An employee purchases one large t-shirt at \$15. The employee writes a check for \$20 as payment. To determine how much may be deducted, subtract the value of the benefit received (\$15) from total payment submitted (\$20). Only \$5 of that payment is considered a charitable donation and may be deducted for tax purposes.

How do I submit my department monies?

Department and division coordinators are responsible for collecting and securing cash and check donations from employees. Please use the *Monetary Tracking Sheet* provided to record all donations received.

Monetary donations may be submitted to the Foodbank throughout the campaign by delivering them to the Hawaii Foodbank offices at:

- **2611 Kilihau Street, Mapunapuna**
- **Monday through Friday**
- **8:00 a.m. to 4:30 p.m.**

Also, the **week of April 9** is designated for departments that would like to request a monetary pick up. Please consolidate division monies and call Lori Kaya at 836-3600, ext. 227 or Megan Young at ext. 228 to schedule a pick up. This pick up is optional, not required.

At the end of the campaign, please collect any remaining donations from your divisions during the weeks of **May 2 through 13**. During week of **May 16**, please call Lori or Megan to arrange a pick up date and time.

Please do not give monies to our drivers. They are responsible for food pickups only. Mahalo.

What about Neighbor Island monies?

For department coordinators working with Neighbor Island offices, please have them report approximate pounds and dollars collected with the *Neighbor Island Update Report*. Neighbor Island donations will be added to pounds and dollars collected on Oahu so a statewide department total can be tallied.

All Neighbor Island donations will benefit their respective food banks. Checks should be made to the Neighbor Island food bank designated by the donor:

- **Hawaii Foodbank - Kauai Branch**
- **The Foodbasket (Big Island Food Bank)**
- **Maui Food Bank**

Mahalo