STATE EMPLOYEES FOOD DRIVE 2015
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 for biographical information. Click continue on Donation Information page
4. Under “Payment Information, comments” please type in your department (E.g. “Human Services” or “University of Hawaii, Information Technology Services”)
5. In the coalition field, 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.
**Denotes Required Information**

**Donation Information**
- Title
- First Name: Lara
- Last Name: Grimm
- Company Name
- Address: 262 Makahiki Pl
- City: Honolulu, HI 96821
- Country: United States
- Phone: 0087795475
- Fax
- Email: donorfund@hawaiifoodbank.org

- I wish to receive future email correspondence.
- Other amount: $200

**Designation**
- Help Feed Hawaii's Hungry!

**Payment Information**
- Credit Card Number
- Type / Expiration Date: MasterCard
- Cardholder's Name
- Card Security Code
- Comments: Credit the State of Hawaii - Dept. of Health

**This gift is in honor or memory of someone special:**
- In Honor of
- In Memory of

**Mail a letter on my behalf to the following person:**
- Full Name
- Address
- City: Honolulu, HI
- Country: United States
- Phone
- Email

If you are donating to the Annual Food Drive as part of a Coalition, please identify your coalition below. Or, if you are donating in response to a written appeal, please select it below.

**Source**
- Annual Food Drive - State of Hawaii Employees Coalition

**Proceed to Verification**
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.

At the end of the campaign, please collect any remaining donations from your divisions from April 27 through May 1. From May 4 to May 15, please call Lori Kaya or Megan Norris 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 for a statewide department total.

All Neighbor Island donations will benefit their respective food banks. Checks should be made to the Neighbor Island food bank designated by the donor. Or a secure online donation may be placed via the food bank’s website:

- The Food Basket or [www.foodbaskethi.org](http://www.foodbaskethi.org)
- Maui Food Bank or [www.mauifoodbank.org](http://www.mauifoodbank.org)

Mahalo
FAQs on Monetary Donations
Page 3