

# Donor's Telephone Checklist

*Be a Smart Donor...*

*"Check Before You Write One"*

Date:		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Caller's Name:		Caller's Telephone Number:	
Is the caller being paid to call you? <input type="checkbox"/> Yes <input type="checkbox"/> No (volunteer)			
(IF YES) Who pays the caller? <input type="checkbox"/> the charity (employee) <input type="checkbox"/> another company (solicitor)			
Solicitor's Name:		Solicitor's Website:	
Solicitor's Street Address:			
Is Solicitor licensed to solicit in North Carolina? <input type="checkbox"/> YES <input type="checkbox"/> NO	Solicitor License Number:	Date License Expires:	
Charity's Full Name:			
Charity's Street Address:			
Charity's Telephone Number:		Charity's Website:	
Is Charity licensed to solicit in North Carolina? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> EXEMPT			(IF EXEMPT) Why?
License Number:		Date License Expires:	
For what purpose will my contribution be used?			
How much (what percentage) of my contribution will be used for this purpose?			
Are contributions for the solicited purpose or group tax deductible for me? <input type="checkbox"/> YES <input type="checkbox"/> NO			
[IF YES] What percentage of my donation is tax deductible for me?			
[IF NO] Why not?			
Will I receive a written receipt for my tax records? <input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES] When?			
Notes:			

## REMEMBER:

### Who's Asking for My Money?

It pays to know:

**Solicitors** are for-profit businesses hired to call and ask for donations. Most are honest, but all take a cut of your donation as a fee for their work.

✓ Ask solicitors how much of your donation the charity will actually receive.

**Organizations** are usually **charities**, but can also be civic groups, labor unions, or other entities — what they are affects whether all, part, or none of your contribution is tax deductible.

✓ Ask the caller to mail you written information that you can review before making a decision to donate.

### What's in a Name?

More than you think. Many scam artists use names that are **almost** the same as those of widely known or trusted charity organizations. Write down the name you're given, and take time to double check. Legitimate charities won't mind.

### Know the Difference:

- **Tax Exempt** only means the organization does not have to pay taxes.
- **Tax Deductible** means **you** can deduct some or all of your contribution on your federal tax return.

### Whoa, Slow Down, Buddy!

Remember when folks were polite on the phone? Most legitimate charities still are, and enjoy discussing their programs with potential donors. Be suspicious if your caller:

- ✓ Talks very quickly or drones as if reading;
- ✓ Is impolite or demands immediate payment;
- ✓ Can't or won't answer reasonable questions (like the ones on this checklist).

*It's Your Money...*

*It's Your Decision...*

*Choose Wisely Before You Give.*

## SMART DONORS DON'T:

- > Give Credit Card Information over the phone or email
- > Give Bank Account Information over the phone or email
- > Agree to pay in or mail cash
- > Send a donation without checking the facts

*Have a Question? Call or Write us at:*

North Carolina Department of the Secretary of State  
Charitable Solicitation Licensing Division  
P.O. Box 29622  
Raleigh, NC 27626-0622  
Telephone: 919-814-5400  
Toll Free: 1-888-830-4989

Email: [csl@sosnc.gov](mailto:csl@sosnc.gov)

Elaine F. Marshall, Secretary of State