Mission HELP Uganda

Financial Agreement Form

**Tax Deductibles on Short-Term Mission Trips**

Feminine Life Rebuilders conducts short missionary trips in which volunteers are able to participate & possibly claim tax deductions for traveling expenses.

**What You Can Deduct**

1. A short-term mission trip is considered tax deductible as long as a majority of the trip is for mission work & the expenses are being paid through the non-profit. There should be no significant element of personal pleasure, recreation or vacation during mission trips otherwise the participant would not be able to claim the expenses as a tax deduction.

2. According to IRS tax law 526, an individual can deduct travel expenses as charitable contributions for such expenses as air fare, bus transportation, tax fares, lodging, hotel, meal and transportation cost between airports.

**What You Cannot Deduct**

1. Expenses such as immunizations, passport costs, visa fees and other expenses are not included in the price of the trip and cannot be tax deductible.

2. If an individual participating in a mission’s trip only has nominal duties or if he or she does not have any duties for a significant part of the trip, then the individual cannot make any deduction for his/her travels.

**Tax Guidelines for Other Donors (those giving toward your mission)**

1. A non-participant who desires to financially assist a volunteer on a mission trip can only receive a tax deduction if he or she makes the payment directly to the non-profit and does not designate the funds to a particular individual or family who may be participating on a mission’s trip.

2. The donor should note the trip they are sponsoring and use a sticky note to name the participant they are sponsoring. The donation is non-refundable if the participant withdraws from the mission trip, however.

3. It is recommended that where possible, a person who desires to financially assist a volunteer, consider giving cash to the volunteer directly and in turn the volunteer pays the non-profit. The volunteer will then be able to claim this as a tax deduction on his or her income taxes. The tax-deductible amount for the trip will appear on the year end giving statement.

4. When applicable to a mission, parents who pay for his/her child under the age of 18 can claim the travels expenses as a tax deduction. The outreach department would be accountable for all contributions designated to a minor from a parent so that accurate records can be recorded for all expenses.

**How to Make Payments**

Payment by You for Your Mission

Our preferred method of payment whether by donor or by you, is to pay through Service Reef (by credit or debit card) or mail your check payment. See instructions below for each method of payment.

1. Payment by Bank Card (credit or debit card)

Use the Service Reef Donation button on your profile or log-in page. This is the preferred method for payment.

· Click on Donate Button

· Complete the form

· Put in the amount, click continue

· Put in your credit card information

· Submit

2. Payment by Check:

Service Reef tracks your balance and connects your payments to both your mission account and your giving statements. The business only connects it to your giving statement, not your mission trip balance.

Donations from Sponsors

1. Payment by Bank Card – send them the URL link to your Service Reef profile. They follow the steps below to make the payment using the form that pops up.

1. Click on Donate Button
2. Complete the form.
3. Put in the amount, click continue.
4. Put in credit card information.
5. Submit

2. Payment by Check – they can mail their check to Feminine Life Rebuilders.

Feminine Life Rebuilders

PO Box 413

Richfield, NC 28137

Put “Mission HELP Uganda” on note line.

Add sticky note with the mission participant’s name.

3. Collected by You – if they are not looking for a tax deduction, they can send or give you the money. You deposit the money and make a payment online through Service Reef.

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**Please read each bullet and initial. Then sign and return this page:**

* \_\_\_\_\_\_ I have read and understand the guidelines that have been outlined in FLR/OFB’s

**“Tax Deductibles on Short-Term Mission Trips”**

* \_\_\_\_\_\_ I understand that once I sign this document, I assume the responsibility for my place on the mission trip.
* \_\_\_\_\_\_ I understand that I am solely responsible to raise my own funds for this trip and that all deposits and payments are non-refundable should my circumstances change and I am unable to go.
* \_\_\_\_\_\_ I understand that if I fail to raise all the necessary funds to cover my outstanding balance, and cannot personally finance it, or cannot travel due to illness, or for any other reason, the money will not be refunded.

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Traveler (Print Name)

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Traveler (Signature) Date

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FLR/OFB Witness (Signature) Date