

## *Oxford House Donations Procedures for Furniture, Fixtures and Cash*

### **FURNITURE AND FIXTURE DONATIONS**

All donations of physical items such as furniture and/or fixtures must be reported to and receipted for a tax credit to World Headquarters.

- A reporting of physical donations must be sent to Oxford House, Inc. if the individual needs a tax receipt. ( furniture, fixtures, clothing, etc.) Oxford House Inc., is the non-profit registered with the IRS - the individual houses are not recognized by the IRS as true non-profits.
- Fill out the donation form and mail to Mollie Brown, Oxford House  
PO Box 124, Little Mountain, SC 29075, fax to 1-888-689-6411 or  
email information to Mbrown4449@aol.com
- For all donations, provide the following information:
  - o Name, Address, include city, state, and zip, telephone with area code
  - o Description and quantity of donation
  - o Value of item(s)

### **CASH DONATIONS**

Cash donations of \$1000 or more must be forwarded to the Oxford World Services Finance Office, 1010 Wayne Avenue, #400, Silver Spring MD, 20910. The check must be made out to Oxford House Inc. Ask the donor to make a notation in the 'for' or 'memo line' on the check that it is for name of individual Oxford House or Chapter. Also, send a note with the check explaining that this is a direct donation to the house or chapter.

If less than \$1000, the donor may make out the check directly to the house or chapter but you must send the donor's name, address and amount donated to Mollie Brown so that a receipt can be issued from Oxford House Inc.

### **CASH DONATIONS OF LESS THAN \$250**

The IRS does not require donors to have a receipt from the non-profit for monetary donations of \$250 or less - the donor only needs to present a cancelled check to the IRS for confirmation of the donation. However, individual houses/chapters who receive donations of any kind should always send a letter of thanks to the donor.

*" A Thank You letter is essential and an important part of the Oxford image"*

*For further information call 1(800) 689-6411*



**OXFORD HOUSE, INC.**

Oxford House World Services  
1010 Wayne Avenue, Suite 400  
Silver Spring, MD 20910

**DONATION RECEIPT FOR TAX PURPOSES**  
**CASH**

**REFERENCE NUMBER**

CONTACT NAME / TITLE		
COMPANY		
ADDRESS		
CITY	STATE	ZIP

**SPECIFIED PROGRAM**

**DATE OF DONATION**



This will acknowledge your generous donation in support of our self-run, self-supported group homes for recovering alcoholics and substance abusers. Your donation will help a new House defray start-up costs or help an established House purchase essential items which contribute to the personal comfort and recovery of the residents.

We are very grateful for your support and interest in our unique program. It is support such as yours which has permitted us to open and maintain more than 600 Oxford Houses serving some 5,500 individuals - men, women and women with children in 41 states and 253 cities from Maine to Hawaii.

Unless directed at a specific program or House, donations received by Oxford House, Inc. are used for operating costs to maintain and further the expansion of the concept and the program. Passing on the costs of our central office to individuals who use Oxford Houses would place Oxford House out of the financial reach of most people who need it. We must therefore seek and rely on the support of individuals such as yourself in order to ensure that the Oxford House tradition of affordable housing to its mostly homeless constituency is maintained.

According to the wishes you expressed, the program or House identified above was the sole beneficiary of your donation. The undersigned certifies that in goods or services were provided by Oxford House, Inc. in return for this contribution. Oxford House, Inc. to a qualified publicly supported 501 (c)(3) Non Profit corporation. As such, your donation qualifies as a tax deduction gift under IRS regulations. Please call or write the Finance Office if you would like a copy of our annual report or most recent IRS Form 990.

**NO GOODS OR SERVICES WERE PROVIDED IN EXCHANGE FOR THIS GIFT.**  
**OUR FEDERAL TAX ID NUMBER IS 52-1582231.**



**YOUR REFERENCE**

**AMOUNT OF DONATION**

**IF YOU HAVE QUESTIONS, PLEASE DO NOT HESITATE TO CALL TOLL FREE 1-800-689-6411**

DATE	SIGN	BY
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**Internal Revenue Service****Department of the Treasury**

Date: February 6, 2001

P. O. Box 2508  
Cincinnati, OH 45201Oxford House, Inc.  
% Cathy S. Polin  
1010 Wayne Ave.  
Silver Spring, MD 20910**Person to Contact:**  
Richard Owens 31-00913  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
52-1582231

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in November 1988 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

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Oxford House, Inc.  
52-1582231

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

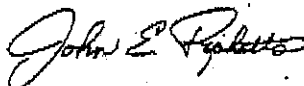
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services



## WHY CONTRIBUTE TO OXFORD HOUSE, INC.?

*Q. What does Oxford House, Inc. do with my house's contributions?*

A. Your contributions go toward the support of the existing network of Oxford Houses. Contributions support zoning litigation on behalf of Oxford Houses, publication of forms, house and chapter manuals, pamphlets and other educational Oxford House material. They also support our telephone help line that helps houses with member and landlord problems, finds vacancies, and provides good time-tested advice. Contributions also support the work of the World Council and partially subsidize the annual world convention so that the registration remains affordable.

*Q. Why doesn't Oxford House, Inc. get more support from the government or foundations? They have more money than we do.*

A. Oxford House, Inc. does get some outside support but these contributions are used primarily to expand our network, not to support the existing network. Starting houses in new areas is a costly and difficult undertaking. Fortunately, some states have been willing to contract with Oxford House, Inc. to start houses and get them on track.

For the ongoing support of existing houses, we rely on the contributions from the houses. We are a self-help organization and it is critical that we provide our own support for our own services. Oxford House, Inc. exists primarily to serve you and the other residents and alumni that constitute the Oxford House family. Let's not lose this important characteristic of our organization. Just as AA and NA groups support their national offices, Oxford Houses need to support Oxford House, Inc.

*Q. Why should my Oxford House contribute? We have an active chapter that does much of what Oxford House, Inc. does. It provides advice to houses and members and helps organize fundraisers to support our attendance at the annual convention.*

A. It's great that your area has active and experienced members who are able to do these things. It would be great if all houses had similar members and chapters but many houses and chapters need the support of Oxford House, Inc. But your houses benefit directly too. Oxford House, Inc. organizes the annual convention that you attend. It provides the speakers, the venue and the planning and subsidizes some of the convention expense. And you benefit from the zoning cases we've won.

*Q. Our house is pretty independent and I don't think we're ever going to need anything from Oxford House, Inc. Why should we contribute?*

A. You may want to contribute just because you're grateful and want to give back.

Oxford House, Inc.  
Electronic Payment Donation Form – Oxford House, Inc.

For your convenience and benefit, Oxford House, Inc. (OHI) offers individual houses the opportunity to make future donation payments electronically rather than by check. Your donation of \$50.00 each month can now be drafted from your Oxford House checking or savings account. Payments will be drafted by OHI on the 15<sup>th</sup> of each month from your designated account.

**To submit payments electronically, you must complete this form, attach a voided check and send both to Oxford House World Services at the address below. They will take care of the paper work. If your house later decides not to make an automatic donation just call Oxford House World Services and they will stop the automatic electronic transfer.**

**PLEASE PRINT**

House Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

House Telephone Number \_\_\_\_\_

House Treasurer or contact \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Routing Number\* \_\_\_\_\_

Checking Account # \_\_\_\_\_

Savings Account # \_\_\_\_\_

Email address \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**IMPORTANT: PLEASE REMEMBER TO ATTACH VOIDED CHECK**

[Just write, "void" on the face of a check and attach to this form.]

\* First nine numbers of a string of numbers usually printed at the bottom of your check.

By working together, the Oxford House family can help every recovering alcoholic and drug addict to gain sobriety without relapse - forever.

Send this completed Form with attached cancelled check to:

**Oxford House World Services  
1010 Wayne Ave. Suite 400  
Silver Spring, MD 20910**