

## **Jacksonville Baptist Association – Refund Policy**

### **Purpose**

The purpose of this Refund Policy is to define Jacksonville Baptist Association's (JBA's) policy regarding refunds for contributions. JBA is not legally required to refund any donor contributions. A charitable contribution is a gift, and, like any gift, is an irrevocable transfer of a donor's entire interest in the donated cash or property. Contributions must be irrevocable to qualify as a charitable deduction.

### **General Guidelines**

- Refund requests must be made in writing to JBA and within a timely manner from the date of the original gift.
- JBA is not required to return an undesignated or unrestricted gift. As such, requests for refunds relating to unrestricted gifts will be denied under most circumstances.
  - Exception A: Refund requests for duplicative or erroneous processing may be allowed.
  - Exception B: Refund requests of significant gifts (greater than \$10,000) will be reviewed thoroughly and must be approved by the Lead Missional Strategist of JBA.
- In some instances a refund of a designated or restricted gift may be allowed if the purpose for which the gift was given will not come to fruition. JBA will contact the donor and ask for the restriction to be removed or if the giver would like his or her gift returned. For example, donations for special projects may be refunded if a project gets cancelled and the donor requests a refund. In the rare case of a refund of a prior designated or restricted gift be aware (if applicable):
  - There may be tax consequences.
  - You may want to consider filing amended tax return(s) to remove any deduction claimed during previous years as a result of your designated gift.
  - You should discuss your options with your tax advisor.

### **Refund Policy Contact Information**

If you have any questions, concerns, or comments about our Refund Policy you may contact us using the information below:

- By postal mail: Jacksonville Baptist Association, 2700 University Blvd S, Jacksonville, FL 32216
- By e-mail: [jba@jaxbaptist.org](mailto:jba@jaxbaptist.org)
- By phone: 904.727.6800

We reserve the right to make changes to this policy. Any changes to this policy will be posted.