

The Online Giving Support team receives daily calls from donors and administrators. Our monthly email will communicate tips that may help answer questions about the service.

This month's tips:

How to Pull Year-End Tax Statements

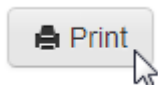
Donor's have the ability in Online Giving to pull their own statements, below are the steps to do so.

1. Log into your online giving donor account.
2. Click on "My Online Giving History".

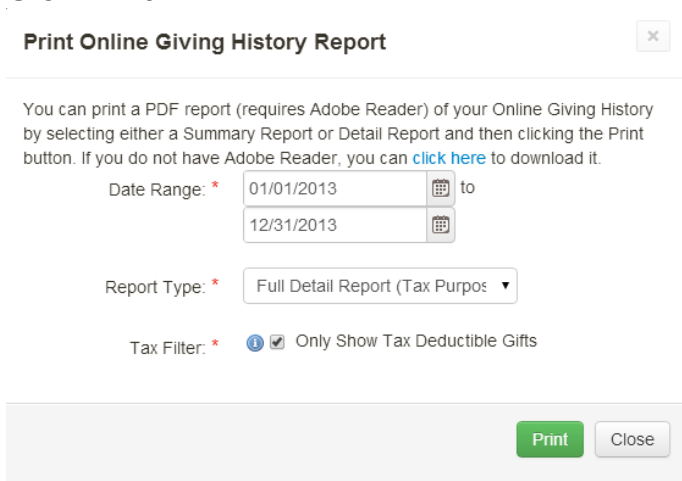


View a detailed History of your past Online Giving.

3. On the right side, click the "Print" button.



4. Set your date range from 1/1/2013 to 12/31/2013
5. Change the report type to "Full Detail Report (Tax Purposes)"
6. Leave the tax filter option checked
7. Click "Print"

A screenshot of a dialog box titled "Print Online Giving History Report". It contains instructions on how to print a PDF report. Below the instructions are three fields: "Date Range" with two date pickers set to "01/01/2013" and "12/31/2013", "Report Type" with a dropdown menu set to "Full Detail Report (Tax Purpos)", and "Tax Filter" with a checked checkbox labeled "Only Show Tax Deductible Gifts". At the bottom right are "Print" and "Close" buttons.

Print Online Giving History Report

You can print a PDF report (requires Adobe Reader) of your Online Giving History by selecting either a Summary Report or Detail Report and then clicking the Print button. If you do not have Adobe Reader, you can [click here](#) to download it.

Date Range: * 01/01/2013 to 12/31/2013

Report Type: * Full Detail Report (Tax Purpos)

Tax Filter: * ☒ Only Show Tax Deductible Gifts

Print Close

*****You will want to have your pop-up blocker disabled to allows the PDF to pop open for you**