



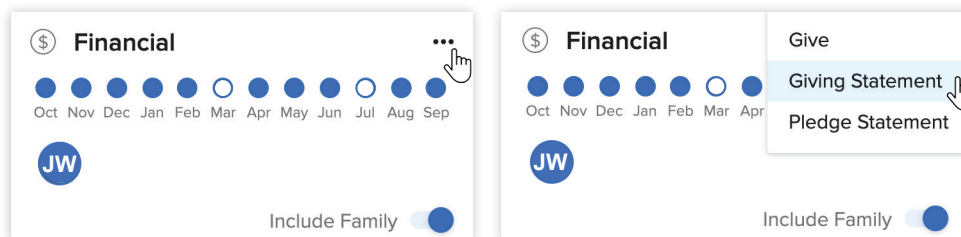
## GENERATING YOUR GIVING STATEMENT

Once you are logged into your Redemption Chapel CCB account, click on your picture or initials in the circle at the top right-hand corner of the screen.

If you've never logged into CCB, please follow these steps from your computer:

- Click the link above to direct you to CCB.
- Click on "Forgot Password"
- Enter the same email address that you received the Giving Statement email and click "Reset Password."
- Once you receive the reset email, follow the steps in the email to reset your password.

Click **Involvement** from your personal profile and scroll down to the **Financial** tile. Hover over the three dots in the right hand upper corner, click, and choose **Giving Statement**.



Giving Statements

Type

You can create giving statements for families or individuals.

Family

Date Range

Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Quick Date Range...

Custom Date Range

01/01/2020 - 12/31/2020

Tax Deductible

You can create giving statements for tax deductible gifts, non-deductible or both.

Both Deductible & Non-Deductible

Cancel Run Report

The screenshot to the left shows the settings we recommend when preparing your annual giving statement each January for tax purposes.

**Tip: Please do not generate your annual statement prior to January 31<sup>st</sup> to ensure all of your prior year transactions have time to be listed on your statement.**



**READING YOUR GIVING STATEMENT**

**Redemption Chapel Giving Statement**  
**Jay & Kay Wall**

**1** Jan 1, 2020 - Dec 31, 2020  
as of Jan 31, 2021

Date	Payment Type	Note	Category	Amount	TD
Jan 13	Online		General Fund	\$200.00	X
Jan 27	Online		Women's Bible Study	\$17.00	
Feb 12	Online		General Fund	\$200.00	
Feb 25	Online		General Fund	\$200.00	X

**Summary**

<b>2 Tax Deductible</b>	
General Fund	\$600.00
<b>Total</b>	<b>\$600.00</b>
<b>3 Non-Deductible</b>	
Women's Bible Study	\$17.00
<b>Total</b>	<b>\$17.00</b>

**4** Redemption Chapel  
3900 Kent Rd.  
Stow, OH 44224

**6** Thank you for your giving.

Unless otherwise noted, no goods or services were received in return for these contributions.

**5** Jay & Kay Wall  
555 Dreary Ln.  
Stow, OH 44224

1. Dates will include the range used for the statement and the actual date the statement was generated.
2. The tax-deductible section summarizes the transactions into totals by category.
3. Non-deductible gifts are split out into a separate category.
4. Name and location of Redemption Chapel, the organization receiving the donation.
5. Full name and address as listed in the user's profile.
6. Message from Redemption Chapel.