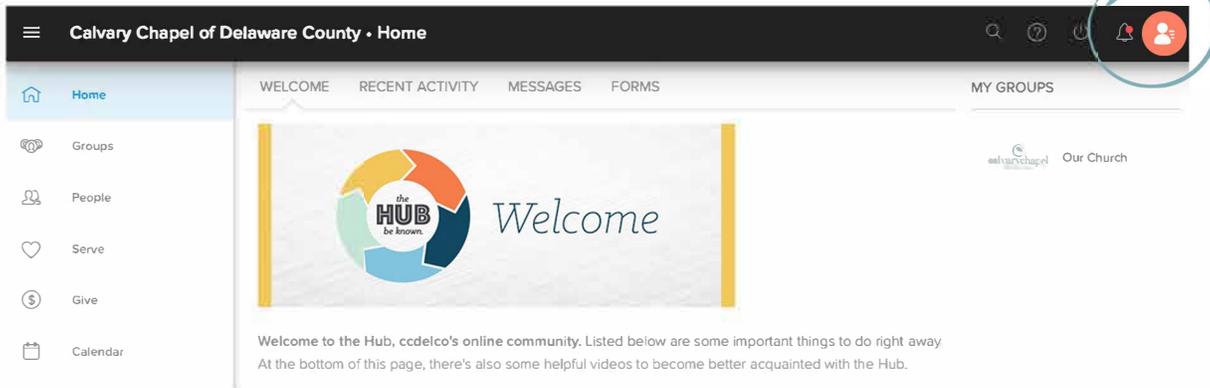




how to download your giving statement

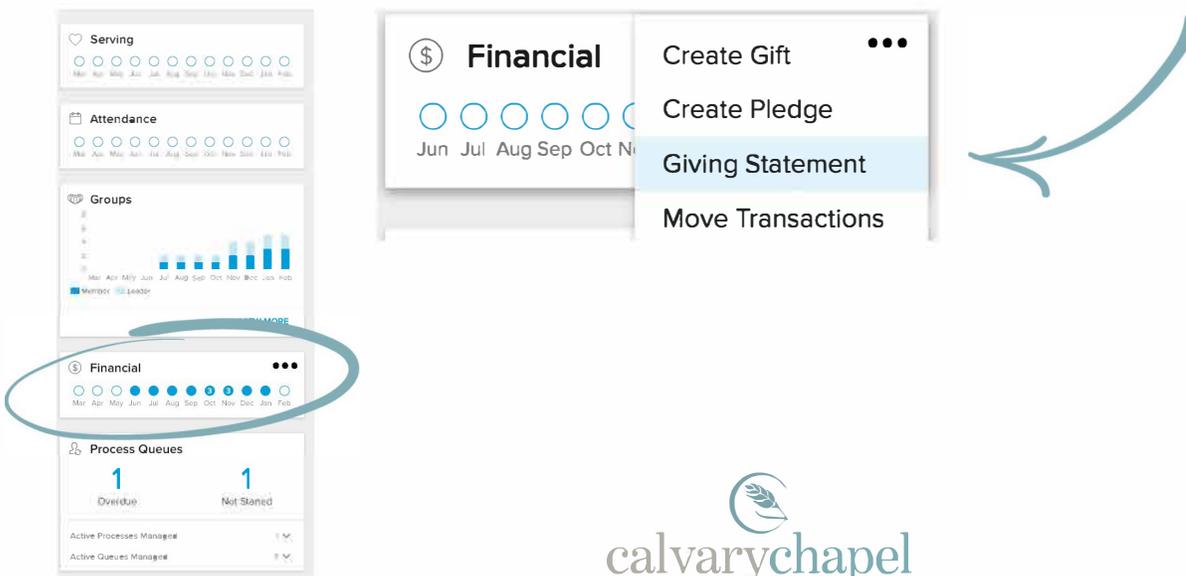
1. Login to the HUB (or request a login for first-time users)
2. Click on the image of your Profile at the top right of your page



3. Click on the Involvement tab in your profile



4. Scroll down to the "Financial" tile
5. Click on the ellipses menu and click Giving Statement





giving statement instructions

6. Select the appropriate options for the statement:
Individual vs. Family
Date Range (this month, this year, YTD, etc.)
7. Click "Run Report"
8. Your giving statement will open in a separate window where you may download, save, or print.

If you need help accessing your giving statement, call Martha Parrish at the church office 610-459-8111.

Giving Statements

Type
You can create giving statements for families or individuals.
Individual

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
From - To

Tax Deductible
You can create giving statements for tax deductible gifts, non-deductible or both.
Both Deductible & Non-Deductible

Include Pledge Information
You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow.
 Show pledges on giving statement

Cancel Run Report



The Connected Church Giving Statement
Jay & Kay Wall

2 Jan 1, 2016 - Dec 31, 2016
3 as of Mar 23, 2018
1521829048-976

Date	Payment Type	Note	Category	Amount	TD
Feb 2	Check - 1234	My Notes 1	General Fund	\$250.00	X

4 **Summary**

Tax Deductible	
General Fund	\$250.00
Total	\$250.00

5 **Pledges**

Building Pledge 2016	
Given this period	\$0.00
Amount Pledged	\$1,200.00
Given All-time	\$0.00
Balance	\$1,200.00

6 The Connected Church
TCC - South
10807 New Allegiance Dr. #300
Colorado Springs, CO 80921

7 Jay & Kay Wall
555 Dreary Ln.
Colorado Springs, CO 80001

8 This is an official tax receipt for income tax purposes.
Registration #: 32402340
Canadian Revenue Agency <http://www.cra-arc.gc.ca>

blah