How to Generate Your Personal Giving Statement

Riverside Church can generate and mail a giving statements to you if needed, but we also want you to know you can create one yourself anytime you choose! Here are the directions for printing your own giving statement once you are logged in:

1. To access your personal profile, click on

the image in the upper right hand corner. Home WELCOME RECENT ACTIVITY MESSAGES FORMS MY GROUPS **Riverside Church** Home **Online Giver** S (763) 263-2410 223 People amily info@myriversidechurch.com 0 Groups 20314 Cty Rd 14 0 Big Lake, MN 55309 ACTIONS õ Events My Serving ABOUT INVOLVEMENT \$ My Giving 2. Next, click on the grey My Giving tab My Giving 3. Now click on the grey text that says 'Schedules/History' SCHEDULES / HISTORY GIVE PLEDGES \bigcirc One time gift O Repeating gift Gift Amount Choose Designation And finally, on the black box that says, 'Giving Statement.'

| My Giving | |
|----------------------------------|------------------|
| GIVE SCHEDULES / HISTORY PLEDGES | |
| Individual Family | Giving Statement |

Giving Statements

| | individual stateme | ent, or one for the entire family's giving. |
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| ou can create giving statem | nents for families or i | ndividuals. |
| Individual | | ŧ |
| Date Range | | |
| elect a "Quick Date Range" | from the pulldown o | or click into the input fields to |
| easily enter the start and end dates. 2. Use the pull down for a quick | | 2. Use the pull down for a quick date |
| Quick Date Range | | range, or the calendars in each box to select the starting date and ending date |
| O Custom Date Range | | (the period of time) you want your statement to cover. |
| From | - То | |
| | 2 Use the pull down | to select either 'both deductible & non-dedu |
| Tax Deductible | (will include ANY pay class fees, etc.); for yo 'deductible only.' nents for tax deductib | ment to Riverside, like books purchased, cam our charitable tax deductible giving ONLY, cho ole gifts, non-deductible or both. |
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That's it! If you have any further questions about how to use The Current or about your financial transactions at Riverside, please call our office at 763.263.2410.