

## 2017 Year-end Giving Statements

Your 2017 giving statement will be available online through CCB beginning January 21, 2018. We encourage you to print out your statement, but if you prefer to have the church office print out your giving report, please request your report at the Sign-up Center or contact the church office at [hmood@calvarycomm.org](mailto:hmood@calvarycomm.org) or 714.528.1174.

### **Detailed instructions for printing out your 2017 Giving Statement:**

You will need to login to CCB, Calvary's online community. If you have not previously logged in, you can do so by using the email address that is in CCB for you as your user name. *Please contact the church office if you need assistance logging in ([hmood@calvarycomm.org](mailto:hmood@calvarycomm.org) or 714.528.1174 x100).*

Once you have logged in, follow these steps:

- 1) Select "people" from the left menu bar (silhouettes of 2 people), then type your name in the search box, and hit "enter" or click on your name. This will take you to your profile page.
- 2) On your profile page click on "FINANCIAL," found to the right under your address. Then, under "Recent Transactions," to the right, you will see "Printable Statements." Under that, click on "Giving Statement." (You may need to scroll down to see these.)
- 3) This box will set up the type of report you want to print out. To get your year-end statement, choose "family" for couples or "individual" if you are single.

Next, click on "Quick Date Range," then scroll down and choose "Last Year." ("Last Year" will be 2017.)

Then, scroll down again and in the box under "Tax Deductible," choose "Deductible Only."

If you want the amount of your Completing the Journey pledge to show, click the "Show pledges on giving statement" box. Your 2017 giving towards your pledge will show either way.

Finally, click "Run Report" and print it out.

If you have any problems or if you think there are mistakes on your report, please contact Heidi in the church office.