

Donor Instructions for Pulling Year End Tax Statements

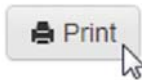
Donors can pull their own statements in Online Giving:

1. Log in to your Online Giving donor account.
2. Click on "**View My Giving History & Tax Information.**"



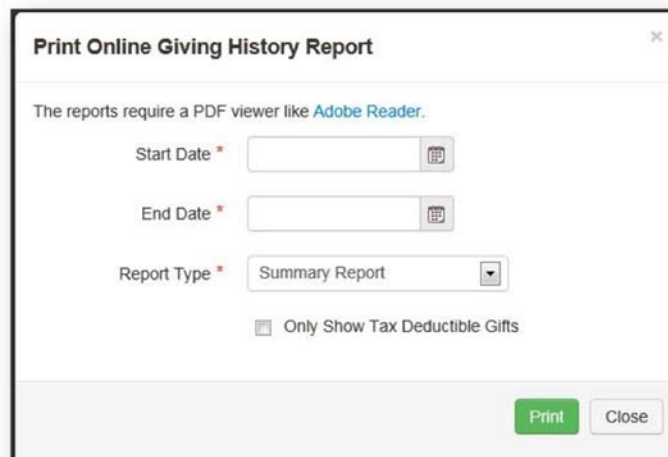
View a detailed History of your past Online Giving.

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



4. Set your date range from 1/1/2017 to 12/31/2017
5. Change the report type to "**Full Detail Report (Tax Purposes).**"
6. Leave the tax filter option checked.
7. Click "**Print.**"
8. Your report will open in a new window.
9. You will need to export the report to a PDF to print the full report.

To print, click on the PDF link at the top of the screen. This will open the report as a PDF and will let you print the report. Make sure you have your pop-up blocker disabled.

A screenshot of a dialog box titled "Print Online Giving History Report". The dialog box has a white background and a gray border. At the top right, there is a close button (an 'x' in a square). Below the title, there is a message: "The reports require a PDF viewer like [Adobe Reader](#)." Below this message are three input fields: "Start Date" with a calendar icon, "End Date" with a calendar icon, and "Report Type" with a dropdown menu showing "Summary Report". Below these fields is a checkbox labeled "Only Show Tax Deductible Gifts". At the bottom right of the dialog box, there are two buttons: a green "Print" button and a gray "Close" button.