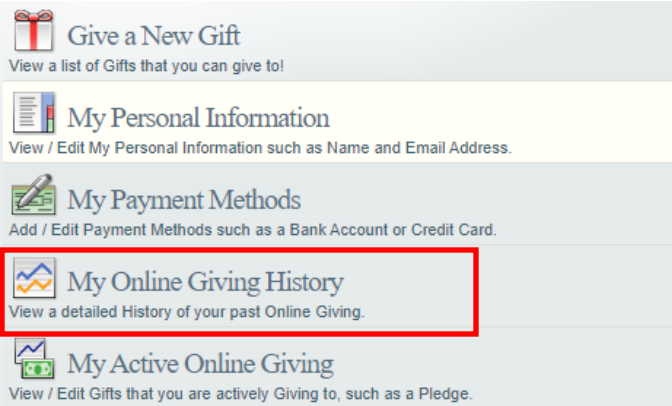


2021 Online Giving Tax Information Instructions

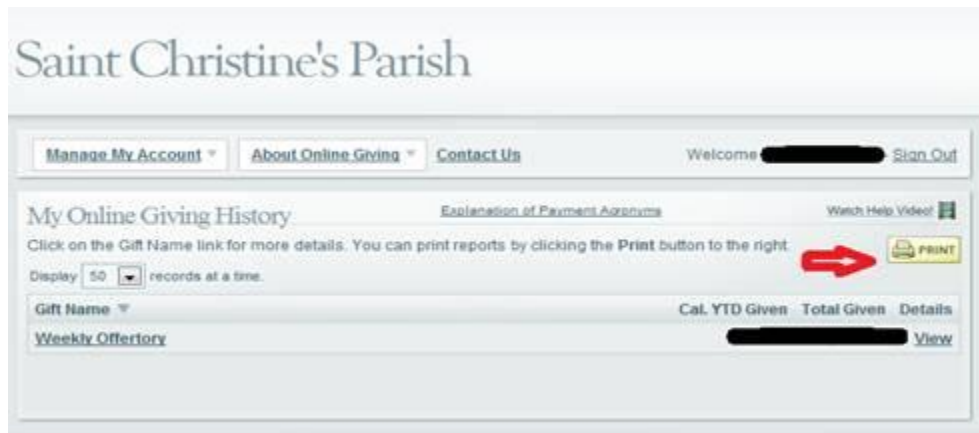
The following is information on how to pull your online giving tax information for 2021.

Again, thank you for your ongoing support in 2021.

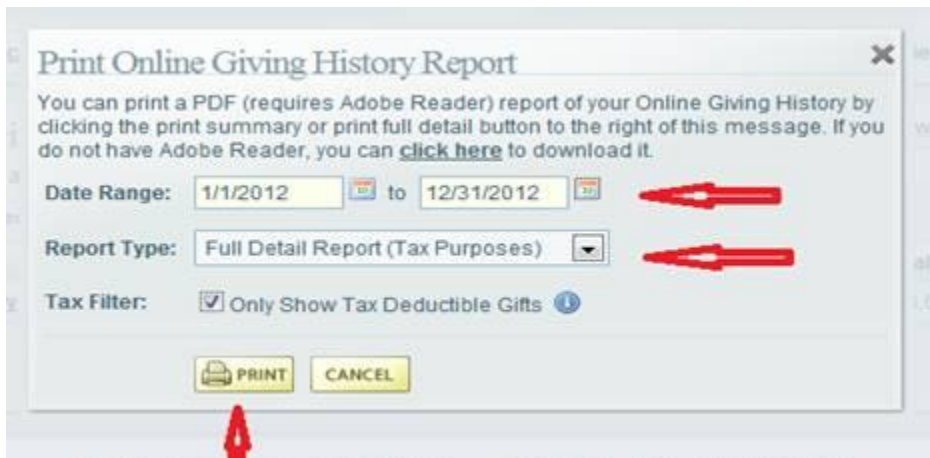
Just want to let you know, I have entered all the second collections for 2022 into Online Giving. Also, just a reminder when you go in and select the collection, the date you enter next to the gift amount, is the date of that second collection. Then the amount will be taken out of your account that weekend.



2021 is over, so you can go into Online Giving and pull your tax information. However, before you start, make sure your **pop-up blocker is OFF**. Logon with your username and password and when you come to your home page click on **My Online Giving History**.



Under My Online Giving History and over to the right is the **print button**. Click on the print button and the print screen will open.



Put in the date range (1/01/2021 to 12/31/2021) and for Report Type you want is full detail report which will say for (Tax Purposes). Then click the Print button. If your security blocks the report, click on the bar and click on download or print. This should get you the report.

Download Print



If you have any questions, please call me any time 781-834-6003

Ron Cooledge
Saint Christine's Parish