

# GENERATE A DONOR STATEMENT

1. Go to <https://donations.churchofjesuschrist.org/> and login

THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

Libraries ▾ Serve ▾ Living Life ▾ About Us ▾

## Donations

### Make a Donation >

Donation History

Donor Statements

Settings

Help

Messages

1 MAKE A DONATION 2 BANK ACCOUNT 3 REVIEW AND SUBMIT



## Tithing and Other Offerings

Cottonwood Heights Utah Brighton  
Stake  
Brighton 4th Ward  
United States



Membership Record Number:

### Tithing

0.00

### Fast Offerings

0.00

## 2. In the left-hand menu, choose Donor Statements

The screenshot shows the 'Donations' section of a website. On the left is a vertical menu with the following items: 'Make a Donation', 'Donation History', 'Donor Statements' (circled in red with a red arrow pointing to it), 'Settings', 'Help', and a blue 'Messages' button. The main content area is titled 'DONOR STATEMENTS' and includes a 'Select Statement Type:' section with two buttons: 'Official Tax Statement' and 'Statement of Contributions'. Below these is a 'Generate Statement' button. At the bottom, a 'Generated Statements' section lists two items: 'Official Tax Statement (2019)' and 'Official Tax Statement (2018)', each with a document icon.

3. Generate the statement:

- a. Under “Select Statement Type,” click Statement of Contributions
- b. Then “Statement Options” will appear; under that, click Current Year
- c. Finally, click “Generate Statement”

Libraries ▾    Serve ▾    Living Life ▾    About Us ▾

---

## Donations

Make a Donation

Donation History

**Donor Statements** >

Settings

Help

Messages

### DONOR STATEMENTS

Select Statement Type:

Official Tax Statement    **Statement of Contributions**

Statement Options:

**Current Year**    Previous Year    Custom Dates

**Generate Statement**

#### Generated Statements

Official Tax Statement (2019)

Official Tax Statement (2018)

4. After a few seconds, a new line will appear under “Generated Statements”

The screenshot shows the 'Donations' section of a website. On the left is a sidebar with links: 'Make a Donation', 'Donation History', 'Donor Statements' (highlighted with a right arrow), 'Settings', 'Help', and 'Messages'. The main content area is titled 'DONOR STATEMENTS'. It includes a 'Select Statement Type:' section with two buttons: 'Official Tax Statement' and 'Statement of Contributions' (which is selected). Below that is a 'Statement Options:' section with three buttons: 'Current Year' (selected), 'Previous Year', and 'Custom Dates'. A large blue button labeled 'Generate Statement' is positioned below the options. At the bottom, a dark grey header for the 'Generated Statements' section is visible. Below this header, a list of generated statements is shown. The first entry, 'Statement of Contributions (01 Jan 2020 - 18 Oct 2020)', is circled in red. A red arrow points from the 'Generate Statement' button to this entry. A second entry, 'Official Tax Statement (2019)', is partially visible below.

5. If you click on the newly generated statement, you will see a document that looks something like this. You can print this or save it. Notice that it differentiates between “Online Donation” and “Ward.” The “Ward” lines are donations given in-person. (The amounts under Tithing, Fast Offering, etc., have been removed for this example)

CONFIDENTIAL

THE CHURCH OF  
**JESUS CHRIST**  
 OF LATTER-DAY SAINTS

**Donor Statement of Contributions**

<Name>  
 <Address>  
 Cottonwood Heights UT 84121

This statement is not a tax valid receipt.

18 Oct 2020

Unit Brighton 4th Ward

Period 01 Jan 2020 - 18 Oct 2020

Source	Date	Tithing	Fast Offering	Ward Missionary	Other Categories	Total
<b>Brighton 4th Ward</b>						
Online Donation	07 Jan 2020					
Online Donation	21 Jan 2020					
Online Donation	21 Jan 2020					
Ward	02 Feb 2020					
Online Donation	04 Feb 2020					
Online Donation	04 Feb 2020					
Online Donation	04 Feb 2020					
Online Donation	21 Feb 2020					