



2019 Giving Statement Instructions



Downloading / Printing Your Giving Statement

We encourage you to check your giving records at The Father's House (TFH) on a regular basis to keep on track with your personal financial goals and priorities. Giving statements are available at **any time** by logging into your Church Teams giving account or by texting **ME** to **352.329.2301**.

Since *giving statements* can be *printed* directly from Church Teams, no paper *statements* will be provided at year-end unless specifically requested.

Simple Steps for Viewing/Downloading 2019 Giving Statement:

• **SMARTPHONE:**

- Type **ME** to **352.329.2301**. If you receive a message that your phone has not yet been verified, you will receive an email for verification. Please follow the instructions in the email to set up your account.
- The home screen will allow you to check your volunteer schedule, groups you lead, and update your contact information.
- CLICK on the **GIVING** link at the top of the screen.
- The **GIVING** link will allow you can make a current contribution, download your individual giving statement, check recurring giving, check year to date giving, and check full giving history.

• **COMPUTER:**

- Once your Church Teams account has been set up, you may access it at any time from your smartphone (as provided above) or by going to our website at thefathershouse.com and clicking on the **CHURCH TEAMS** link located in the top right-hand corner of the TFH home screen. You will then enter your login credentials to gain access to your giving account.
- CLICK on **MANAGE** link in the right-hand side of the Home Screen.
- CLICK on **MY GIVING** link.
- CLICK **DOWNLOAD STATEMENT** and **PRIOR CALENDAR YEAR** to save and print your individual giving statement for your records. If you have family members who also contributed in 2019, they will need to download their individual giving record as instructed above.

*On a side note, it might also be helpful for you to save our **352.329.2301** number to your phone contacts and name it something like TFH Text or Church Teams or whatever helps you to remember the number. This will make it easier for you to register for events, check your volunteer schedules, give online or access your giving account in the future.*

If you have any questions about your giving records or any Church Teams account related issues, please don't hesitate to contact the church office at 352-315-1815 or you may email accounting@thefathershouse.com.

Thank you for your ongoing support of all the exciting things God is doing at TFH!