

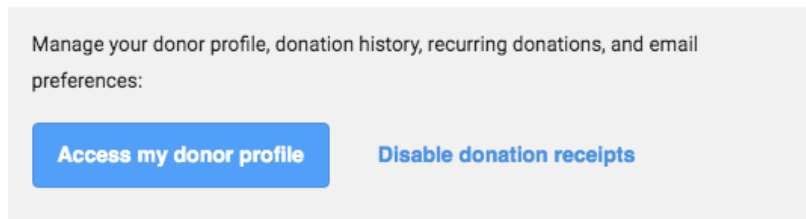
OBTAINING YOUR 2022 GIVING STATEMENT

Terra Nova – Troy,

To assist you in your annual tax preparation, you can now download a 2022 year-end giving statement from the Planning Center Online (PCO).

If you give at Terra Nova you likely receive an automated email from the PCO each time you give (with subject, “Donation Receipt: Terra Nova Troy”).

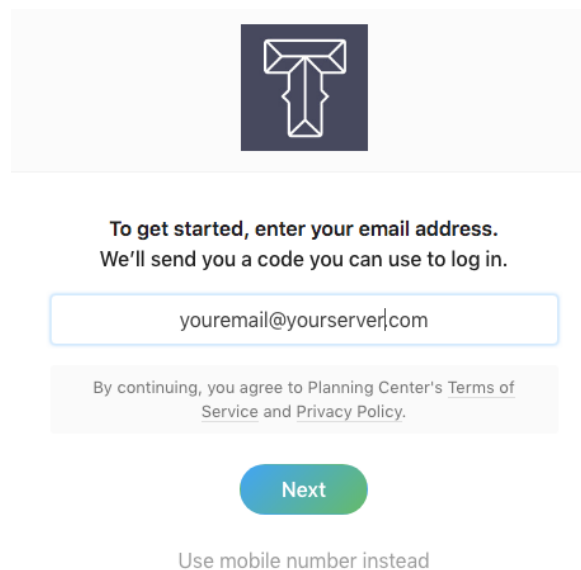
At the bottom of each of those emails will be a button that says, “**Access my donor profile.**”



Clicking that button will open a new page/tab in The Planning Center’s user portal/app: “**The Church Center.**”

If you cannot find one of those emails, you can go directly to the Church Center login page here: <https://terranovatroy.churchcenter.com/login>

Follow the instructions in the Church Center to access your donor profile.

A screenshot of the Church Center login page. At the top center is a dark blue square containing a white stylized 'T' logo. Below the logo, the text reads "To get started, enter your email address. We'll send you a code you can use to log in." Underneath is a white text input field with a light blue border containing the placeholder text "youremail@yourserver.com". Below the input field is a light gray box containing the text "By continuing, you agree to Planning Center's [Terms of Service and Privacy Policy](#)." At the bottom center is a green rounded rectangular button with the word "Next" in white. Below the button, the text "Use mobile number instead" is displayed.

Once you are in The Church Center, click **“Profile”**



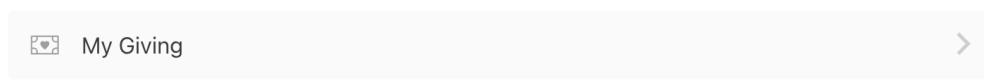
Home

Give

Groups

Profile

Click **“My Giving”** and then **“Donation History”**



Donation History

Choose the correct year (2022) in the dropdown menu, and click the **“Download”** button.

Donation History

Year ▾

Download

This should give you a printable CSV file with a complete list of your 2022 donations.

If you:

- have any questions on the above processes, OR
 - believe that there are any errors on the report, OR
 - require a different format of the report for your tax purposes,
- please contact Dennis Gardner at dennis@terranovachurch.org for assistance.

On behalf of the Elders, thank you for being generous with your financial resources at Terra Nova in 2022. We are so very grateful for your generosity and partnership with the mission of our church to make more and better disciples of Jesus.

Blessings,

Dennis Gardner

Operations Director for Terra Nova Church – Troy