

# Gethsemane Community Fellowship Church

## Stewardship Ministry

### 2023 Giving Statement Request

If there have been any changes in your personal information within the last year, please indicate those changes below. In addition, for married persons please indicate if you prefer combined or individual statements. **(PRINT ONLY)**

**Giving Statement Requests will be mailed within 7 days of processing.**

☐ **Combined/Family**

Please provide all the names you would like included:

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☐ **Individual**

#### Current Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_

Telephone: Home: (     ) \_\_\_\_\_

Cellular: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

#### Prior Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Cellular: \_\_\_\_\_

Email: \_\_\_\_\_

#### STEWARDSHIP USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Date Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Stewardship Preparer's Initials: \_\_\_\_\_



## **End of the Year Giving Statements 2023**

### **How to RETRIEVE your giving statement on CCB: (Church Community Builder)**

1. Go to [www.gcfbaptistchurch.org](http://www.gcfbaptistchurch.org)
2. Click "Members Login"
3. Login To Your CCB Account
4. Click "Give"
5. Click "Schedule/History"
6. Click "Giving Statement"
7. Choose "Family or Individual"
8. Select Date Range ( "This Year" or "Last Year")
9. Click "Run Report"

### **How to RECEIVE a paper copy of your giving statement:**

1. Pick up a giving statement request form from the main office.
2. Complete the giving statement request form and place it in the secure designated box. (Please print)

**All giving statements will be mailed**

### **Don't have a CCB Account, you can create one:**

1. Go to [www.gcfbaptistchurch.org](http://www.gcfbaptistchurch.org)
2. Click "Members Login"
3. Click "Sign Up" below the Login bar
4. Complete the requested information
5. Read the "Request A Username and Password" information
6. Click "Submit"

**If you have any questions, you can contact Travoris Carnes or Susan Lee**