

## 892 - HOW TO... CREATE TAX LETTERS FOR DONORS AT EOY

The **Tax Reports** that have been set up under the REPORTS Application for each parish are as follows:

- TAX Letter – Donations – All Detailed
- TAX Letter – Donations over \$250 Detailed
- TAX Letter – Donations Total Only

Any time you want to run a report in the Covington Diocese Database to produce a letter, there are 2 parts to the equation: the Query and the Document.

### **TAX Letter – Donations – All Detailed Query** (Report Type: Contributions by Household)

This report query shows the total donation amount and lists all donations that a donor has made regardless of amount. It only produces tax statements for Households, not Community Members because the Report Type is “Contributions by Households.”

Criteria used is as follows:

DETAILS > Contribution Date	greater than or equal to	1/1/2021
DETAILS > Contribution Date	greater than or equal to	12/31/21
DETAILS > Non Deductible	not equal to	YES

*The last criteria about “Non Deductible” will exclude any contributions that are non-deductible, such as Tuition or a donation from a charitable fund set up by the donor. This needs to be specified in the query because the Report Type of Contributions by Households pulls in all contributions regardless of non-deductible status.*

*More information about how non-deductible donations are recorded in the database is provided later in this documentation.*

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**Document to use - under System Documents:** TAX Letter – Donations – All Detailed

This document template (with the database fields that are mapped) is shown on the next page:

**«EntityName»  
«ParishAddress»  
«ParishCity», «ParishState» «ParishZip»**

«Date»

«HouseholdTitle» «HouseholdFirstNames» «LastName»  
«MailingAddress1»  
«MailingAddress2»  
«MailingAddressCity», «MailingAddressState» «MailingAddressZip»

Dear «HouseholdTitle» «LastName»,

At this time of year, we send financial statements to donors so that you will have a record of your contributions. We appreciate your generosity to «EntityName» Church over the past year. Your generosity has made it possible to finance various ministries and programs in our church and school. Our records show that you contributed the following amounts during the past year. Again, your kindness is highly valued.

**Total Amount Contributed in 2021: \$«SUM\_Amount»**

Thank you for your past support. Your continued contributions are greatly appreciated.

Note: «EntityName» Church has not provided, in whole or in part, any goods or services to the above named donor in exchange for this gift.

Sincerely,

«EntityName»

Our records show in 2021 your household made «COUNT\_Amount» contributions totaling \$«SUM\_Amount». For your convenience, a more detailed breakdown of your contributions can be found below.

<b>Contribution Date</b>	<b>Description</b>	<b>Amount</b>	<b>Type</b>	<b>Check Number</b>
«RangeStart:Details»«ContributionDate»	«Activity»	«Amount»	«PaymentType»	«CheckNumber» «RangeEnd:Details»

**TAX Letter – Donations over \$250 Detailed Query** (Report Type: Contributions – Tax Receipt Detail)

This report query will only produce letters for donors who have at least one donation of \$250 or more. It will provide a non-deductible and a deductible total and will individually list the donations that are \$250 or more.

Criteria used is as follows:

Contribution Year	equal to	2021
Deductible Amount	greater than or equal to	250

*Even if the second criteria concerning deductible amount is not specified, it will only list donations that are \$250 or more. The logic is built into the Report Type being used: Contributions – Tax Receipt Detail. However, you can specify only a larger amount than 250 be detailed (not sure why you would want to do this).*

*This Report Type separates out the deductible and non-deductible amounts, so the criteria of “DETAILS > Non Deductible not equal to YES” does not need to be used.*

**Document to use – under System Documents:** TAX Letter – Donations over \$250 Detailed

This document template (with the database fields that are mapped) is shown on the next 2 pages:

**«ParishName»  
«ParishAddress1»  
«ParishCity», «ParishState» «ParishZip»**

«Date»

«DonorFullName»  
«MailingAddress1»  
«MailingAddress2»  
«MailingAddressCity», «MailingAddressState» «MailingAddressZip»

Dear «DonorFullName»,

At this time of year, we send financial statements to donors so that you will have a record of your contributions. We appreciate your generosity to «ParishName» over the past year. Your generosity has made it possible to finance various ministries and programs in our church. Our records show that you contributed the following amounts during the past year.

**«ContributionYear» Contribution Summary**

<b>Type</b>	<b>Number of Contributions</b>	<b>Total Given</b>
Non-Deductible	«NonDeductibleCount»	\$«NonDeductibleAmount»
Deductible	«DeductibleCount»	\$«DeductibleAmount»
Total Given	«TotalGivenCount»	\$«TotalGiven»

**Your Deductible Amount for «ContributionYear» is \$«DeductibleAmount».**

Thank you for your past support. Your continued contributions are greatly appreciated.

*Note: «ParishName» has not provided, in whole or in part, any goods or services to the above named donor in exchange for this gift.*

Sincerely,

«ParishName»

Our records show in «ContributionYear» your household made «NoTaxRcptReqCount» contributions each less than \$250 totaling \$«NoTaxReceiptReqAmount». For your convenience, a detailed breakdown of any contributions greater than \$250 can be found below.

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
«RangeStart:Details »«ContributionDate »	«ContributionDescripti on»	\$«Amount »	«CheckNumber»«RangeEnd:De tails»

**TAX Letter – Donations Total Only Query** (Report Type: Contributions – Tax Receipt)

This report query will only show the total donation amount given by the donor as opposed to a list of all donations given. It will, however, break down the Deductible and Non-Deductible amounts.

Criteria used is as follows:

Contribution Year                      equal to                      2021

**Additional criteria that could be used:**

The following criteria could be used if you only want to produce the “TAX Letter – Donations Total Only” letter only for those donors that you did not produce the \$250 and over letter for.

Tax Receipt Req Count                      equal to                      0

The Tax Receipt Req Count stands for “Tax Receipt Required Count” which will be 0 (zero) if the donor had no individual donations of \$250 or more.

**Document to use – under System Documents:**      TAX Letter – Donations – Total Only

This document template (with the database fields that are mapped) is shown on the next page:

**«ParishName»  
«ParishAddress1»  
«ParishCity», «ParishState» «ParishZip»**

«Date»

«DonorFullName»  
«MailingAddress1»  
«MailingAddress2»  
«MailingAddressCity», «MailingAddressState» «MailingAddressZip»

Dear «DonorFullName»,

At this time of year, we send financial statements to donors so that you will have a record of your contributions. We appreciate your generosity to our parish over the past year. Your generosity has made it possible to finance various ministries and programs in our church. Our records show that you contributed the following amounts during the past year. Again, your kindness is highly valued.

**«ContributionYear» Contribution Summary**

<b>Type</b>	<b>Number of Contributions</b>	<b>Total Given</b>
Non-Deductible	«NonDeductibleCount»	\$«NonDeductibleAmount»
Deductible	«DeductibleCount»	\$«DeductibleAmount»
<b>Total Given</b>	«TotalGivenCount»	\$«TotalGiven»

**Your Deductible Amount for «ContributionYear» is \$«DeductibleAmount».**

Thank you for your past support. Your continued contributions are greatly appreciated.

*Note: «ParishName» has not provided, in whole or in part, any goods or services to the above named donor in exchange for this gift.*

Sincerely,

«ParishName»

## **CUSTOMIZING YOUR PARISH TAX LETTER FOR YOUR DONORS**

The body of your tax letter can be customized for your parish. You can also customize the heading of your letter and drop in the pastor's signature.

The general steps for doing so are detailed below, but is best done the first time with assistance from support:

1. Download the existing letter from System Documents in the database.
2. Modify the body of the letter without disturbing the database fields that are already mapped.
3. Upload the revised document into Parish Documents in the database. Customize the name of the file with your parish name added to it.
4. When running the report, choose your revised letter to generate instead of letter in System Documents.

The following pages show you examples of customized tax letters from a few of our parishes:





«ParishName»  
 «ParishAddress1»  
 «ParishCity», «ParishState» «ParishZip»

«Date»

«DonorFullName»  
 «MailingAddress1»  
 «MailingAddress2»  
 «MailingAddressCity», «MailingAddressState» «MailingAddressZip»

Dear «HouseholdFirstNames»,

This is your end-of-year financial statement provided so you will have a record of your charitable contributions for income tax purposes. This past year has been challenging for all of us. I greatly appreciate your continued support of our parish through this pandemic. Your generosity has made it possible to finance a number of improvements, as well as operate the parish and school. Were it not for your continued support this would be impossible. On behalf of Mary, Queen of Heaven Parish and School, thank you!

Our records show that you have contributed the following in 2020.

**«ContributionYear» Contribution Summary**

Type	Number of Contributions	Total Given
Non-Deductible	«NonDeductibleCount»	\$«NonDeductibleAmount»
Deductible	«DeductibleCount»	\$«DeductibleAmount»
Total Given	«TotalGivenCount»	\$«TotalGiven»

**Your Deductible Amount for «ContributionYear» is \$«DeductibleAmount».**

Again, thank you for your generous support. Your continued contributions are greatly appreciated.

*Note: «ParishName» has not provided, in whole or in part, any goods or services to the above named donor in exchange for this gift.*

Peace & Grace,

Rev. Kevin Kahmann

**«ParishAddress1»  
«ParishCity», «ParishState» «ParishZip»**

«Date»

«DonorFullName»

«MailingAddress1»

«MailingAddress2»

«MailingAddressCity», «MailingAddressState» «MailingAddressZip»

Dear «HouseholdTitles» «DonorName»,

At this time of year, we send financial statements to donors so that you will have a record of your contributions. We appreciate your generosity to «ParishName» Church over this most difficult year of 2020. And we want you to know how grateful we are if you were able to keep making contributions when the pandemic forced the cancellation of all public masses, and then for continuing to support the church if you have been unable to attend in person. Your generosity has made it possible to finance various ministries and programs in our church and school. Our records show that you contributed the following amounts during the past year. Again, your kindness is highly valued.

**«ContributionYear» Contribution Summary**

<b>Type</b>	<b>Number of Contributions</b>	<b>Total Given</b>
Non-Deductible	«NonDeductibleCount»	\$«NonDeductibleAmount»
Deductible	«DeductibleCount»	\$«DeductibleAmount»
<b>Total Given</b>	«TotalGivenCount»	\$«TotalGiven»

**Your Deductible Amount for «ContributionYear» is \$«DeductibleAmount».**

Thank you for your past support. Your continued contributions are greatly appreciated.

***Note: «ParishName» has not provided, in whole or in part, any goods or services to the above named donor in exchange for this gift.***

Yours in Christ,

Fr. Gregory J. Bach, Pastor

Our records show in «ContributionYear» your household made «NoTaxRcptReqCount» contributions each less than \$250 totaling \$«NoTaxReceiptReqAmount». For your convenience, a detailed breakdown of any contributions greater than \$250 can be found below.

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
«RangeStart:Details »«ContributionDate »	«ContributionDescripti on»	\$«Amount »	«CheckNumber»«RangeEnd:De tails»

«Date»

«HouseholdTitles» «HeadFirstName» «DonorName»  
 «MailingAddress1»  
 «MailingAddress2»  
 «MailingAddressCity», «MailingAddressState» «MailingAddressZip»

Dear «HouseholdFirstNames»,

At this time of the year, we send financial statements to donors so that you will have a record of your contributions from the previous year. Your contributions supported the ministries of St. Joseph Parish, including the school, as well as its other programs and activities.

This is not a bill, but a recap of our records. Should there be a discrepancy with your records or if you need additional information, please contact the parish office during business hours (Monday – Friday, 9:00 – 12 and 1:00 – 4:00).

Our records show **your tax deductible contribution to St. Joseph Parish in «ContributionYear» is \$«DeductibleAmount».**

Thank you once again for your financial backing of St. Joseph Parish. You are part of the reason our 150th Jubilee Year theme is so appropriate; ***“Grateful for the past – Faithful in the present – Hopeful for the future.”***

Be assured of my prayers for your health and blessings in the year ahead.

Your pastor and brother in Christ,



Monsignor Gerald L. Reinersman

***Note: This letter is sent in compliance with IRS regulations and should be retained for your records. «ParishName» has not provided, in whole or in part, any goods or services to the above named donor in exchange for this gift.***

For your convenience, a detailed breakdown of any contributions greater than \$250 can be found on the next page.

«HouseholdTitles» «HeadFirstName» «DonorName»  
«MailingAddress1»  
«MailingAddress2»  
«MailingAddressCity», «MailingAddressState» «MailingAddressZip»

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>
«RangeStart:Details »«ContributionDate »	«ContributionDescription»	\$«Amount »	«CheckNumber»«RangeEnd:Details»