Instruction

Date: March 21, 2012

Subject: New Tithing and Other Offerings Forms

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

These new, standardized, simplified Tithing and Other Offerings forms have been approved for use. Continue to use the current Tithing and Other Offerings forms until the supply is exhausted.

Note the following changes:

- The "Full address" field has been replaced by the "Membership record number" field.
- The "Book of Mormon," "Temple construction," and "Perpetual education" fields have been removed. Members can still donate to these categories by writing them in the "Other" field.
- The "Other" field has been expanded to accommodate multiple entries, such as those for the following general Church funds:
  - Temple patron assistance
  - Priesthood restoration site
  - Temple construction
  - Perpetual education
  - Book of Mormon

Donations to these authorized funds still qualify as charitable contributions.

The "Other" field may still be used for non-charitable donations, such as those for authorized, member-financed activities, and to return unused budget funds.

Members can find their membership record number on their temple recommend, or they may ask a member of their bishopric or branch presidency for the number. The membership record number is available in the Member and Leader Services software (MLS).

The donation screen in MLS will not change to match the new Tithing and Other Offerings form. The standard steps for bishopric or branch presidency members and clerks who process donations remain unchanged:

1. Receive donations (only bishopric or branch presidency members can receive donations).
2. Open envelopes and verify amounts.
3. Enter the donations in MLS.
4. Verify totals, authorize the transaction, and send donation information in MLS.
5. Prepare the bank deposit.
6. File donation documents.
7. Deposit the money at the bank.

For more information about processing donations to the Church, see the lesson "Processing Weekly Donations" on LDS.org at Menu > Serving in the Church > Melchizedek Priesthood > Leader Resources > Record-Keeping and Auditing Training.