Notice

Date: December 15, 2016

To: General Authorities; Area Seventies; Stake, Mission, and District Presidents; Bishops and Branch Presidents

From: Office of the Presiding Bishopric
Finance and Records Department

Subject: Preparing Annual Tithing Reports

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

Note: The terms *stake* and *ward* refer also to districts and branches. The terms *stake president* and *bishop* refer also to district presidents and branch presidents.

Instructions for Wards

Bishops and ward clerks should do the following:

Report	Bishop's or Clerk's Action	LCR Instructions
Tithing Declaration report (shows the tithing declaration for each ward member)	Complete and submit the Tithing Declaration report after January 1, 2017, and no later than January 15, 2017.	1. From the **Finance** menu, click **Tithing Settlement**. 2. On the **Tithing Declaration** tab, click **Submit Declaration**. (Note: All member declarations must be entered before submitting the report.)
Annual statements or official tax statements, if applicable	Print and give to each donor by January 31, 2017.	1. From the **Finance** menu, click **Tithing Settlement**. 2. On the **Year-End Statement** tab, print the pre-generated donor statements. If necessary, individual statements can be printed.

Donors may print their annual statements, including their official tax statements if applicable, through lds.org/donations.

Married couples often have one spouse donate funds to the Church on behalf of the couple. By default, donor statements are produced with the name of only one donor, because donations are linked to a membership record number (MRN). Donors may do the following on lds.org/donations to produce a statement that includes the name of the spouse:

1. From the **Settings** menu, scroll to the **Preferences** section.
2. Check the box for **Display spouse name**.

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Instructions for Stakes

Stake presidents and stake clerks should do the following:

1. Review the Tithing Settlement training lesson if unfamiliar with year-end procedures. The lesson is found on **lds.org/tithing-settlement**.
2. Verify that each ward has submitted a Tithing Declaration report by January 15. From the **Finance** menu, click **Tithing Settlement** and then **Declaration Summary** tab.
3. Review the Declaration Summary report and follow up with the bishop or clerk on any questions.

If there are errors on a Tithing Declaration report or if a report includes information that does not seem reasonable, stake clerks should do the following:

1. Contact the ward clerk to correct errors or to clarify information.
2. When the ward clerk has made all necessary corrections, have him resubmit the Tithing Declaration report.
3. If corrections affect an individual's donation records, have the ward clerk reprint the appropriate annual statement and make sure the donor receives it.

This notice is being translated and will be distributed to units identified as Albanian, Armenian, Bulgarian, Cambodian, Chinese, Croatian, Czech, Danish, Dutch, Estonian, Fijian, Finnish, French, German, Greek, Hungarian, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Malagasy, Mongolian, Norwegian, Polish, Portuguese, Romanian, Russian, Samoan, Spanish, Swedish, Tahitian, Thai, Tongan, Ukrainian, and Vietnamese. Distribution in these languages will be complete within two weeks. If leaders need this notice in languages not listed above, they may contact the Area Presidency. Area leaders can forward requests to the Priesthood and Family Department at ext. 2-2933. 14324