



### **Schedule a recurring Gift // Make a One-Time Gift**

- Once logged into Community Church Builder (CCB), in the menu on the left, select “Give”
- Select either “One time gift” or “Repeating gift”
- From the drop-down box select which fund at North City Church you wish to support
  - General Fund - if you call North City your home church
  - Startup Supporter (non-member) - if you are looking to support NCC, but do not call NCC home
  - Internship Support - If you are looking to support an intern at NCC
  - Events -This line is for non-deductible event registration payments only.
- Enter the amount you are gifting
- You can set up multiple gifts at one by selecting “Add another” which is below the amount box
- Click “Continue” once you are ready
- Select your payment type using the drop-down box. Both Credit/Debit Cards and Checking accounts (ACH) are accepted
- Enter your personal and payment information
- Click Continue, then confirm on the pop-up box

### **Reviewing Giving History // Tax Statements**

- Select “Schedules / History” from the horizontal menu that is near the top
- Here you can see your individual and family giving history
- On the right, you can select “Giving Statement”
- To obtain your previous year’s tax statement follow:
  - Choose “Last Year” from the drop-down menu under the “Date Range” heading
  - Select “Deductible Only” under the “Tax Deductible” heading
  - Click “Create” in the bottom right corner
- You can select any date range that fits your needs