



Instructions to download your yearly TLC giving statement

Your TLC giving statement can be found in our church database, Church Community Builder (CCB).

If you do not have a CCB account, email **Gina Weeks** (gina@tlc.org) to request a login. For your security, we ask that at least one person in each family create an account.

If you already have an account with CCB, [click here to sign in](#). If you forgot your password, click the “forgot password” button on the log-in screen.

To access your 2024 giving statement:

1. [Log in to CCB](#)
2. Click on “My Giving” in the menu on the left-hand side of the screen
3. Click on “Schedules and History” tab
4. Select “Giving Statement” button on the right side of the screen
5. Under “Type” select either **Family or Individual** from the drop-down menu
6. Under “Date Range” scroll down from the drop-down menu to “Last Year”
7. Under “Tax Deductible” select the appropriate choice for you
8. Under “Include Pledge Information” check the box if you want to show your giving pledges on your giving statement
9. Click “Run Report”

Now that you’ve logged in to CCB, you can do this anytime to check on giving, your pledge, your involvement in different groups – all kinds of good information! **Please reach out to our Finance Office** (finance@tlc.org) **if you see an error in your information. If you need assistance, call Judy at 831-465-3370.**