Notice

Date: December 20, 2012

To: The following leaders in the United States, Canada, Puerto Rico, and Virgin Islands: Stake, Mission, and District Presidents; Bishops and Branch Presidents

From: Office of the Presiding Bishopric
Finance and Records Department (1-800-537-5932, ext. 2-3500)

Subject: Preparing Annual Tithing Reports

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Note: References to *stake* and *ward* also refer to *district* and *branch.* References to *stake president* and *bishop* also refer to *district president* and *branch president.*

Instructions for Wards

Wards should complete the Tithing Declaration Report in January, after tithing settlement has concluded. Bishops and ward clerks should do the following by January 31, 2013:

Report	Bishop's or Clerk's Action	MLS Printing Instructions
Tithing Declaration Report (shows the tithing declaration for each ward member)	Print and send to stake president. The report is automatically transmitted to Church headquarters when complete.	1. In the Finances box, select **More**. 2. In the Donations box, select **Tithing Settlement**. 3. In the Print Reports box, select **Tithing Declaration Report**.
Official tax statements	Print and give to each donor.	1. In the Finances box, select **More**. 2. In the Reports/Reconcile box, select **Donor Statements**. 3. In the Type of Report field, select **Official Tax Statements (United States—Letterhead** or **Canada—Letterhead)**. Official tax statements should be printed on Church letterhead provided by Distribution Services. The statement will include the Church's not-for-profit entity (EIN) number and a place for the bishop's or branch president's signature. 4. Select the names of the donors you want to print a tax statement for, or choose **Select All**. (It is recommended that you print no more than 50 at a time.) 5. Select **Print**.

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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.
2. Review each ward’s Tithing Declaration Report and make sure it is reasonable and correct.

If there are errors or information that does not seem reasonable or correct on a Tithing Declaration Report or problems reconciling deposits to receipts, stake clerks should follow these steps:

1. Contact the ward clerk to correct errors or to clarify the information.
2. When the ward clerk has made all necessary corrections, have him reprint the Tithing Declaration Report. The Tithing Declaration Report will be transmitted again the next time the clerk uses the Send/Receive Changes feature in MLS.
3. If corrections affect an individual’s donation records, have the ward clerk reprint the appropriate tax statement and make sure the donor receives it.

This notice is being translated and will be distributed to units identified as French and Spanish. Distribution in these languages will be complete within two weeks. If leaders need this notice in languages not listed above, they may contact the member of the Presidency of the Seventy who supervises the area. Area leaders can forward requests to Church headquarters (1-801-240-2933). 11928