

San Tan Bible Church 2024 Giving Statements



You must log in to the MySTBC online community to access your personal giving statement in your personal file. If you have any further questions or require further assistance, please contact the office at admin@santanbible.org.

How to access your personal giving statement

1. Log in to MySTBC.
2. On the left-hand side of the screen, click on the “**My Giving**” tab.
3. Click on the “**Giving Statement**” tab in the upper right-hand corner of the “My Giving” page.
4. Select “Type”:
 - Family** - Generates a combined statement for primary contact and spouse and separate statements for any gifts given by Children or Other family members.
 - Individual** - Generates one statement for each person in the family that has given during the selected date range. If you select “Individual”, you will only see giving that is done in your name. You will not be able to view spouse’s or other family member’s giving (if applicable). Each individual would have to log in to their own account to get their individual statement.
5. Select “**Date Range**”: For your complete 2024 statement, scroll down and select “**Last Year**”.
6. Specify the **Type of Statement** you desire:
 - Both Deductible & Non-Deductible gifts – this is the default option and will print both on one statement. If you only want deductible gifts included on your statement, click on the drop-down menu.
 - Note: The donor is ultimately responsible for determining which gifts are deductible per IRS law.
7. Click on the “**Run Report**” tab and print your statement.