

Your Privacy

All information that we have on file about you, including your contribution data, is protected by the Church Office Privacy Policy. Your contributions and personal details are recorded by electronic means and certain data about you reside on our secure computer systems, which are protected by firewalls and other equipment to defend your data against theft.

Your contributions to Trinity Baptist Church are not tracked by the Office of Finance or the Church Office. Your contributions are recorded and posted in private according to US and state laws and are not shared with any person or organization. We take your privacy very seriously and strive to keep our records about you accurate.

Disclaimer

The information contained in this brochure is not intended to be a substitute to prepare you for claiming tax-deductible gifts. Additionally, Trinity Baptist Church and the Office of Finance is not responsible for any inaccuracies in this brochure or on your contribution statement. If you should have any questions concerning tax-deductible gifts, please seek the advice of your tax professional.

**Please read publication 526 by the IRS on
"Donor Advised Funds" at www.irs.gov or
pickup a copy from the Church Office.**

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TRINITY
BAPTIST CHURCH

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Your 2008 Contribution Statement

TRINITY
BAPTIST CHURCH

Purpose of Contribution Statement

The Trinity Baptist Church Office of Finance provides each contributor with a listing of all tax deductible monetary donations as required by the Internal Revenue Service (IRS). According to the IRS, the Office of Finance must make record of your contributions on an yearly basis if you have donated at least \$250.

Recording Your Contributions

The IRS requires the church to record each contribution that you make to Trinity Baptist Church as evidence for you to claim certain tax deductions. Accordingly, the Office of Finance records each tax-deductible contribution you make. Your Contribution Statement is an official receipt of all tax-deductible gifts given to Trinity Baptist Church during a particular year.

Items Not Recorded on Statement

Certain payments that you make to Trinity Baptist Church will not appear on your statement as they are not tax-deductible gifts. Any goods or services provided in exchange for money you give is not tax-deductible and will not appear on your Contribution Statement. For example, your payments to Trinity for Wednesday Meals, tickets to dinner theatres, youth camps, senior adult conferences, etc., will not appear on your Contribution Statement. In addition, certain "Donor Advised Funds" as described by the IRS are not tax-deductible and will not appear on your statement. *(For more details read IRS publication 526.)*

Cash Contributions

If you make a tax-deductible gift in the form of cash, your contribution will not be recorded unless you place your cash in the official *Cash Contribution Envelope* provided by the Office of Finance. If you do not utilize the official *Cash Contribution Envelope* your cash donations to Trinity Baptist Church are made on an anonymous basis. Envelopes are available in the front lobby, breezeway, and the church office for your convenience.

Check Signature Line Assignment/Business Checks

The Office of Finance assigns your contributions, if in the form of a check, to the person who actually signs the check. This means that if you have a joint checking account, your contribution record is assigned to the individual signer.

If you donate to Trinity using a business checking account, the Office of Finance assigns the contribution to the business name on the check, not to an individual signer on the check.

Errors & Missing Contributions

If you find an error on your statement or if a tax-deductible contribution that you gave to Trinity Baptist Church before December 31, 2008 is not recorded on your statement, please contact the Office of Finance. If you provide evidence of an error or missing contribution, we will gladly create a new Contribution Statement for you. Please use the web form at www.nevilstrinity.com or phone the Office of Finance at (912) 839-2599 to report an error on your statement. **You must notify us of errors by February 15 to receive a new statement.**

Restricted Contributions

From time to time, fund specific envelopes are made available to record your donations to special offerings (e.g. Lottie Moon, Operation Christmas Child). This is known as a "Restricted Contribution". When giving special gifts, it is important to utilize fund specific envelopes so that your contribution is correctly recorded. If you make contributions online at nevilstrinity.com, be sure to select the specific offering when designating special gifts.

Your Church Profile

If you make contributions by check or use a *Cash Contribution Envelope*, you have a Church Profile (even if you are not a member of Trinity Baptist Church). If the details on your check do not match the information that we have on file, you may have duplicate profiles and may receive more than one statement. Please contact the church office to update your profile. In addition, we recommend that you include your Member ID on each check so that your contributions are posted accurately.