



LAKELAND
COMMUNITY CHURCH

Giving Statement Instructions

Account Set Up

Using our Church Community Builder database software, what we call **MyLakeland**, you are able to view and download personal giving statements any time throughout the year. Please follow the instructions below as an account login is required in order to begin using this feature.

- Go to www.lakeland.church
- Hover over 'My Lakeland' at the top right and click.
- Log into your account or create an account.
- Click on your name in the upper right corner.
- Click on 'Profile' in the drop-down menu.
- Click on the tab labeled 'Financial'.
- Click on Giving Statements listed under the heading Printable Statements.
- Under Type select Family (for husband and wife) or Individual (for single).
- Under Date Range click on Quick Date Range and select Last Year.
- Under Tax Deductible click on Deductible Only.
- Click Run Report at the bottom of the screen.

A PDF will be created for you to save and/or print for your records.

Assistance

For assistance with your giving statement or logging into MyLakeland, please contact:

Heather Foulkes | heather@lakeland.church | 262.245.4567