

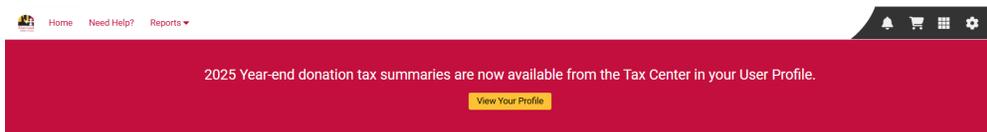
## Overview:

Engage empowers each employee to generate his or her own donation summary receipt. The steps below outline where each employee can go to access a copy. Each employee should check the Tax Center at the end of January or early February each year for an updated summary to use for tax purposes.

## Getting Started:

### Step 1

After you have logged into your employer's donation site, click on the "View Your Profile" button.

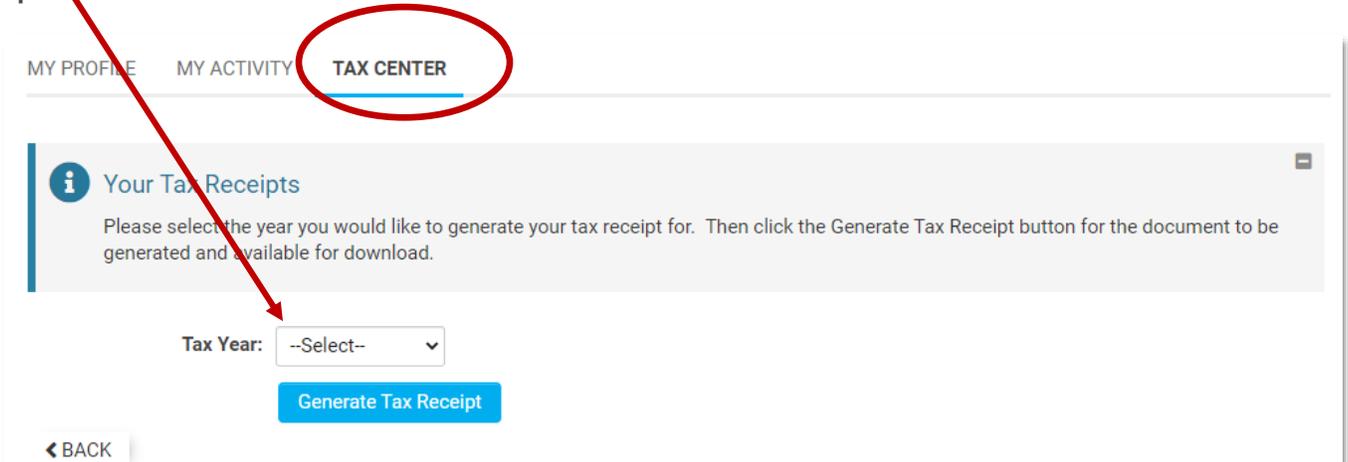


Making a Difference Together

Your Contributions

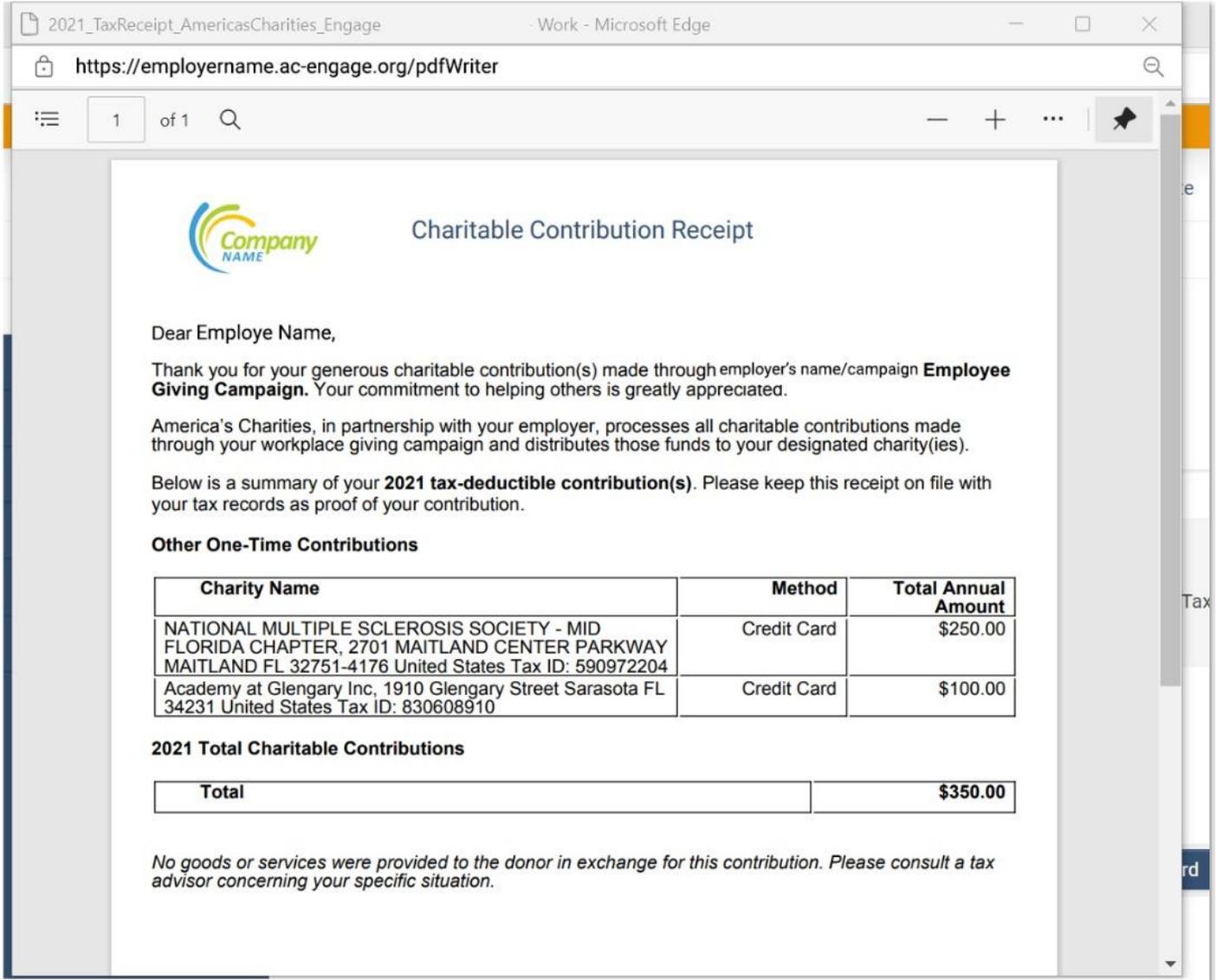
### Step 2

Select "Tax Center" and then choose the year you would like to generate your tax receipt for and click "Generate Tax Receipt."



## Step 3

A copy of your tax receipt will display, which you can print and/or save and download to your computer.



2021\_TaxReceipt\_AmericasCharities\_Engage - Work - Microsoft Edge  
<https://employername.ac-engage.org/pdfWriter>

**Company NAME** Charitable Contribution Receipt

Dear Employe Name,

Thank you for your generous charitable contribution(s) made through employer's name/campaign **Employee Giving Campaign**. Your commitment to helping others is greatly appreciated.

America's Charities, in partnership with your employer, processes all charitable contributions made through your workplace giving campaign and distributes those funds to your designated charity(ies).

Below is a summary of your **2021 tax-deductible contribution(s)**. Please keep this receipt on file with your tax records as proof of your contribution.

**Other One-Time Contributions**

Charity Name	Method	Total Annual Amount
NATIONAL MULTIPLE SCLEROSIS SOCIETY - MID FLORIDA CHAPTER, 2701 MAITLAND CENTER PARKWAY MAITLAND FL 32751-4176 United States Tax ID: 590972204	Credit Card	\$250.00
Academy at Glengary Inc, 1910 Glengary Street Sarasota FL 34231 United States Tax ID: 830608910	Credit Card	\$100.00

**2021 Total Charitable Contributions**

<b>Total</b>	<b>\$350.00</b>
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*No goods or services were provided to the donor in exchange for this contribution. Please consult a tax advisor concerning your specific situation.*