



Florida Conference
of Seventh-day Adventists

TREASURERS' SEMINAR – YEAREND REMINDERS

DECEMBER 12, 2024

PRESENTED BY: LA VERNE TAVAREZ



AGENDA

Collecting Form W-9

Final 2024 AdventistGiving Deposit

Bank Reconciliations



COLLECTING FORM W-9



COLLECTING FORM W-9

- Form W-9 is an IRS document
- <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **How Do I Know When To Use Form W-9?** Use Form W-9 to request the taxpayer identification number (TIN) of a U.S. person (including a resident alien) and to request certain certifications and claims for exemption. (See Purpose of Form on Form W-9.) For federal tax purposes, a U.S. person includes, but is not limited to: • An individual who is a U.S. citizen or U.S. resident alien; • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States; • Any estate (other than a foreign estate); or • A domestic trust (as defined in Regulations section 301.7701-7).

Recipients of payments from your Church need to complete:

- 1. Name
- 3a. (classification)
- 5., 6., Address

Occasionally, you may need to complete a W-9 on behalf of your Church to receive a donation from a business or estate.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>		
<p>2 Business name/disregarded entity name, if different from above.</p>		
<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see Instructions)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>	
<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions <input type="checkbox"/></p>		
<p>5 Address (number, street, and apt. or suite no.). See Instructions.</p>	<p>Requester's name and address (optional)</p>	
<p>6 City, state, and ZIP code</p>		
<p>7 List account number(s) here (optional)</p>		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 46%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
Or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 2%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 96%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

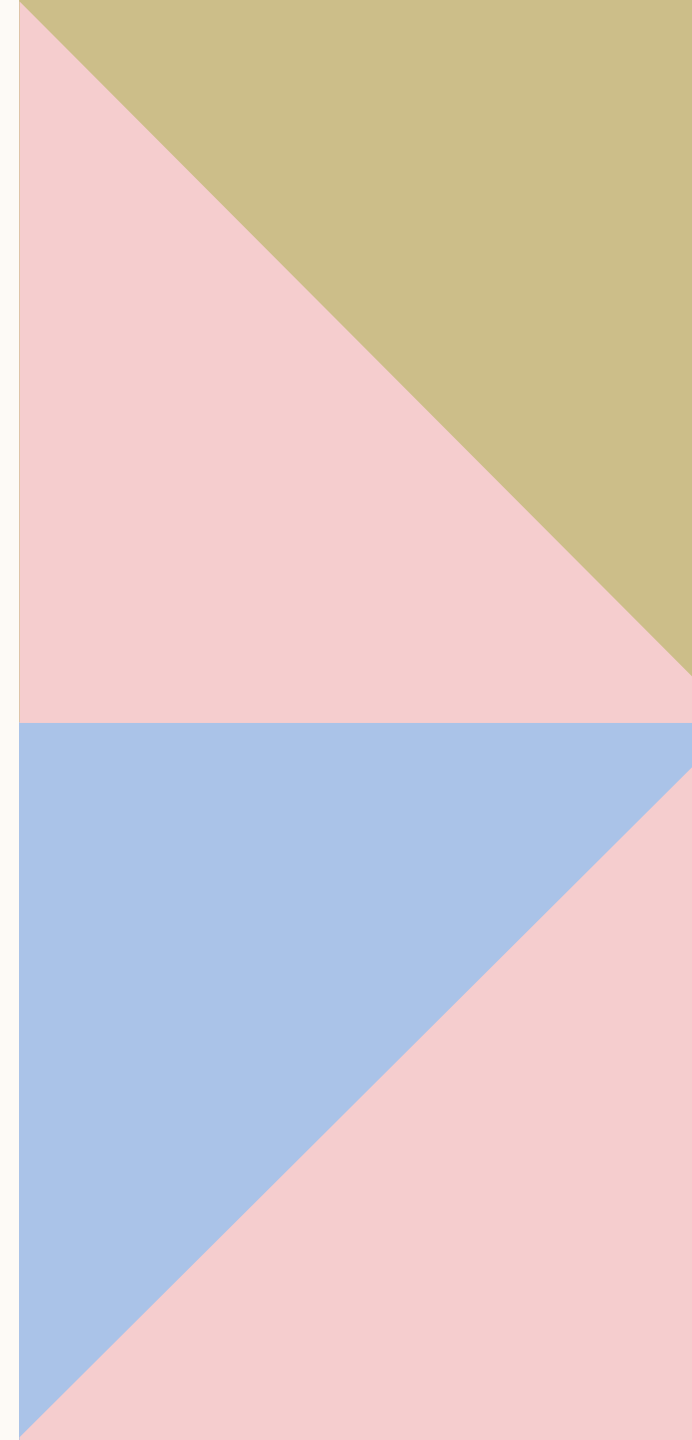
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

ISSUING 1099-NEC

Common instances where a 1099-NEC needs to be issued:

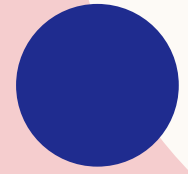
- **To Contract workers**
 - Anyone paid \$600 and over
 - Musicians
 - A/C Repairs
 - Lawn/Yard care
 - Custodial Workers
 - Anyone paid routinely that is not on payroll
- **Pastor Appreciation Gifts over \$600**

- **NEVER FOR BENEVOLENCE**





FINAL 2024 ADVENTISTGIVING DEPOSIT



DECEMBER 31, 2024, ADVENTISTGIVING

For members and donors to take advantage of tax-deductible donations - donations must have been made by the end of the corresponding tax year for them to be considered tax-deductible. For example, donors have until Dec. 31, 2024, to make donations eligible to be claimed on their 2024 tax return due by the 2025 tax deadline. Therefore, the last AdventistGiving deposit of the year must be entered before you close the month of December and reflected on the 2024 Contribution Receipt of the donors.

December 31, 2024, falls on a Tuesday this year, and members and donors may give donations until midnight. Within 48 hours, you will be able to see and download your deposit report. However, the funds may not be deposited into your account until six days after (January 6, 2025).

The December remittance is required to be submitted to the Conference on or before January 10, 2025. Therefore, the December 31, 2024 AdventistGiving deposit will be in your bank account at that time and needs to be included in your year-end Remittance.

MS WORD & PDF FILES

DONATION RECEIPT FORM TEMPLATE

DONATION RECEIPT FORM

Date of Donation: _____ Donor's Name: _____

Donor's Address: _____ City, State, ZIP Code: _____

Phone Number: _____ Email Address: _____

DONATION DESCRIPTION:

- Item(s) Donated: _____
- Quantity: _____ Estimated Value: _____

Total Donation Amount: _____

ENTERING ADVENTISTGIVING

Reminder on entering AdventistGiving via Import Offering:

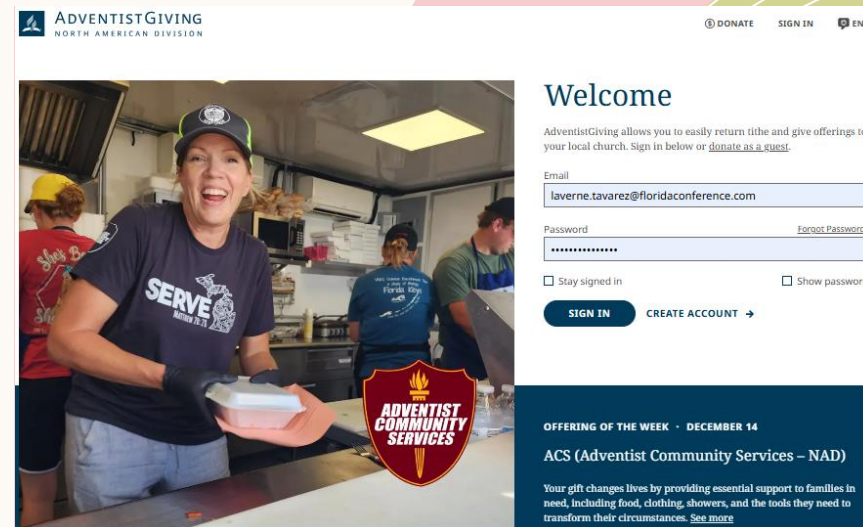
Go to – AdventistGiving.org

Click on – Treasurers Portal

Download – the CSV report for the deposit selected
(The PDF report cannot be used at this time)

Go to Jewel – Click on Start New Offering

- Then click on Import Offering
- Go to your Downloads Folder (if you did not save your file to a specific folder)
- Select the AdventistGiving file and then click Open
- If any Account or Donor names appear in red letters you will need to MAP each account or donor separately before clicking OK to accept the Deposit.





BANK RECONCILIATIONS

How to Perform a Bank Reconciliation



Bank Statement

Balance per bank: \$100

(+) Deposits in transit: \$25

(-) Outstanding checks: (\$10)

Adj bank balance: \$115

Accounting Records

Balance per books: \$90

(+) Interest income: \$5

(+) Bank collections: \$30

(-) Service charges: (\$5)

(-) Nonsufficient funds: (\$5)

Adj book balance: \$115

RECONCILING USING JEWEL

Reconciliations should be done upon receipt of the bank statement.

- Checking account statements are generated monthly
- Some savings and investment account statements are generated quarterly

Using Jewel

- Click on Reconcile or Reconcile Bank Statement
- Select the account you will Reconcile
- Enter the statement ending date and statement ending balance
- Mark only those transactions in Jewel that match the items that appear on your bank statements
- Be careful to select transactions within the current period or before the statement was generated – NOT future transactions.

- Any entries inadvertently missed can be entered if you reconcile your account before sending the monthly Remittance
- If you are reconciling after you have sent the remittance, checks, and withdrawals can be entered using the options in Reconcile
- Seek assistance from your Auditor if you missed entering a deposit.
- NEVER enter donor received deposits using a Journal Entry

CONTACT INFORMATION OF AUDITORS

- Northwest and Central West Florida
 - Yolanda Acevedo
 - Email: Yolanda.Acevedo@FloridaConference.Com
- Northeast and Central East Florida
 - Nancy Enriquez
 - Email: Nancy.Enriquez@FloridaConference.Com
- Southeast and Southwest Florida
 - La Verne Tavarez
 - Email: Laverne.Tavarez@FloridaConference.Com

THANK YOU!

We value you and thank you for your dedication to the Great Commission.

Your prayers, financial support, and dedication bless our communities and many souls worldwide.

~ not looking each of you to his own things, but each of you also to the things of others. Philippians 2:4