

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** January 8, 2024

**To:** Pastors, business managers, bookkeepers and ParishSOFT administrators

**From:** Sue Stanton, Parish Systems Administrator, Office of Finance

**Re:** End-of-year contribution statement reminder

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Happy New Year!

As 2024 begins, it is time to prepare for sending year-end parishioner contribution statements (which should include a message from your pastor). Per tax law, these must be sent by Wednesday, January 31.

You may be familiar with this annual process. If you are new to working with ParishSOFT, please use the information in the [attached document](#) to prepare and send these statements.

If you have questions as you prepare the statements, please contact me or ParishSOFT support.

Sue Stanton, Parish Systems Administrator, at 404-920-7642 or [sstanton@archatl.com](mailto:sstanton@archatl.com).

ParishSOFT Support at 866-930-4774 or [support@parishsoft.zendesk.com](mailto:support@parishsoft.zendesk.com).