



## **October 2025 Tech Tips**

*Current Church Windows version 27.25.0*

### **End of Year Prep**

With the end of 2025 fast approaching, it might be a good time to review your Church Windows database to ensure an easy transition into the new year.

- In Membership, print out an All-Information Report for your members to review for corrections and additions.
- In Donations, send statements for the entire year so donors can review them for errors.
- In Accounting, review balance sheet, treasurer's report, bank recs, and outstanding bills.
- In Payroll, review reports for accuracy. Reconcile your 941s to your W-2s so you can clear up any problems before the end of the year.

### **941 Help**

Do you need help with 941 filing?

Please click the link below to access a document and a video on our Resource Center.

[941 Help](#)

### **IRS Rule for Employers**

Employers with ten or more contractors/employees must file electronically.

[More Information on IRS.gov](#)

### **Vanco - Help Your Church Unlock a Month of Fee-Free Giving**

We're thrilled to share an exclusive fall promotion from our partner, Vanco:

- One month of fee-free processing on up to \$50,000 in November gifts
- Free, personalized implementation services
- Tools to announce your new giving suite to your congregation

All your church needs to do is sign up as a new customer by October 31, 2025. This is the perfect way to launch online giving ahead of the year-end stewardship season.

Let Vanco help you have a strong holiday season and end 2025 strong with this fall promotion.

[Request a demo](#) today to learn more!

## Free Training Webinars

Church Windows provides free, live-training webinars every month on a number of different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to make the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

## Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter, but you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help Files in Church Windows at any time by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center & View Past Webinars](#)

[Help Files](#)

## Emails and Changes

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing [info@churchwindows.com](mailto:info@churchwindows.com) and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

## Backing Up

Remember to back up your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)

