



churchwindows
MANAGEMENT SOFTWARE



October 2021 Tech Tips

Current Church Windows version 22.19.6/ Payroll 2021 SR6

Version 23 Coming Soon!

Version 23 of Church Windows is coming! The Church Windows modules of Membership, Scheduler, Donations, and Accounting 2021 Version 23 update will feature improvements and suggestions from our customers. Once released, you will receive an email with a link to download and install the update. Also included will be a What's New link, installation instructions, and system requirements. Next year will bring an update to the Payroll program.

Vanco News - Turn This Season into One of Giving

The holiday season is right around the corner, which means it's about to be your church's busiest time of year. Attendance and church giving will be at their highest during this period between Thanksgiving and the New Year. Vanco, an integrated eGiving partner of Church Windows, has created [a free holiday giving kit](#) to help you make the most of this season. In this kit, you'll find templates for emails, bulletins, giving appeal letters, and social media posts, along with how-to guides to boost donations during this critical time of year. Be prepared to encourage generosity all season long by downloading your free kit now.

[Get the Kit!](#)

Payroll

2021 Non-Employee Contractor forms are revised for the year. The new form will print three 1099-NEC forms per page. The new forms will be included in the end of the year release for both Church Windows Accounting and Payroll.

Soon the IRS will lower the limit on the number of W-2's filed that require e-filing instead of mailing in paper forms. The Taxpayer First Act of 2019 authorized the IRS to issue regulations to reduce the number from 250 forms. Proposed (but not yet enacted) regulations have suggested reducing the number to 100 W-2s this year. To comply and file electronically, both for ease of use and to get ahead of the upcoming requirements, you can file Federal and State files through Tax Bandits for a small fee or use Social Security and your State's website for free electronic filing of returns.



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Fourth Quarter

Now that we are nearing the end of 2021, it might be a good time to review your Church Windows Database to help assure a smooth transition into 2022. In Membership, print out an All Information report to hand out to members to check for corrections or additions. In Donations, send a statement for the entire year so donors can review them now for errors. In Accounting and Payroll, print out reports and review for accuracy.

Changes

To ensure that you receive updates, news, tech tips, and other relevant information from Church Windows, please take a moment to ensure we have the current email and contact information. You can update your contact information by emailing info@churchwindows.com with your present contact person and email address or call 800-533-5227 to verify current contact information.

Backing Up

Remember to make backups of your data regularly. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

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