

In 2017, as you probably know, MCA introduced donation kiosks for the convenience of donors, and implemented a user-friendly and improved donation/payment management system.

MCA is currently in the process of transitioning to the new system. Due to this transition, donors may receive 2 donation receipts for 2017 – one via email and one via postal mail. Our goal for 2018 is to provide online access to our donors to the donations/payments system once we have successfully transferred over.

Donation Receipt FAQ

1. When will MCA mail out the donation receipts?

The donation receipts will be mailed out by 1/30/2018 (barring any issues).

2. What can I do if I do not receive my donation receipt?

If you do not receive your donation receipt by 2/15/2018, please email receipts@mcabayarea.org.

3. I've moved in the past year and need to update my address!

Please email us at receipts@mcabayarea.org your new and old mailing address. We will update our records accordingly.

4. I've got 2 donation receipts! Do I use only one or both?

You can take both receipts to your tax preparer and/or accountant and they can calculate the total from both receipts. From a tax perspective, multiple receipts are acceptable in the place of a consolidated receipt.

5. There is (are) donation(s) missing from the donation receipts. What can I do?

Please send us an email at receipts@mcabayarea.org with your

- a. Name
- b. Nature of inquiry
- c. Last 4 digits of the credit card or bank account number
- d. Date and amount of donation

Once we have that information, we will be able to investigate the omission thoroughly.

While we try to make this transition as smoothly as we can, we appreciate your patience during this time.

Jazāk Allāhu Khayran