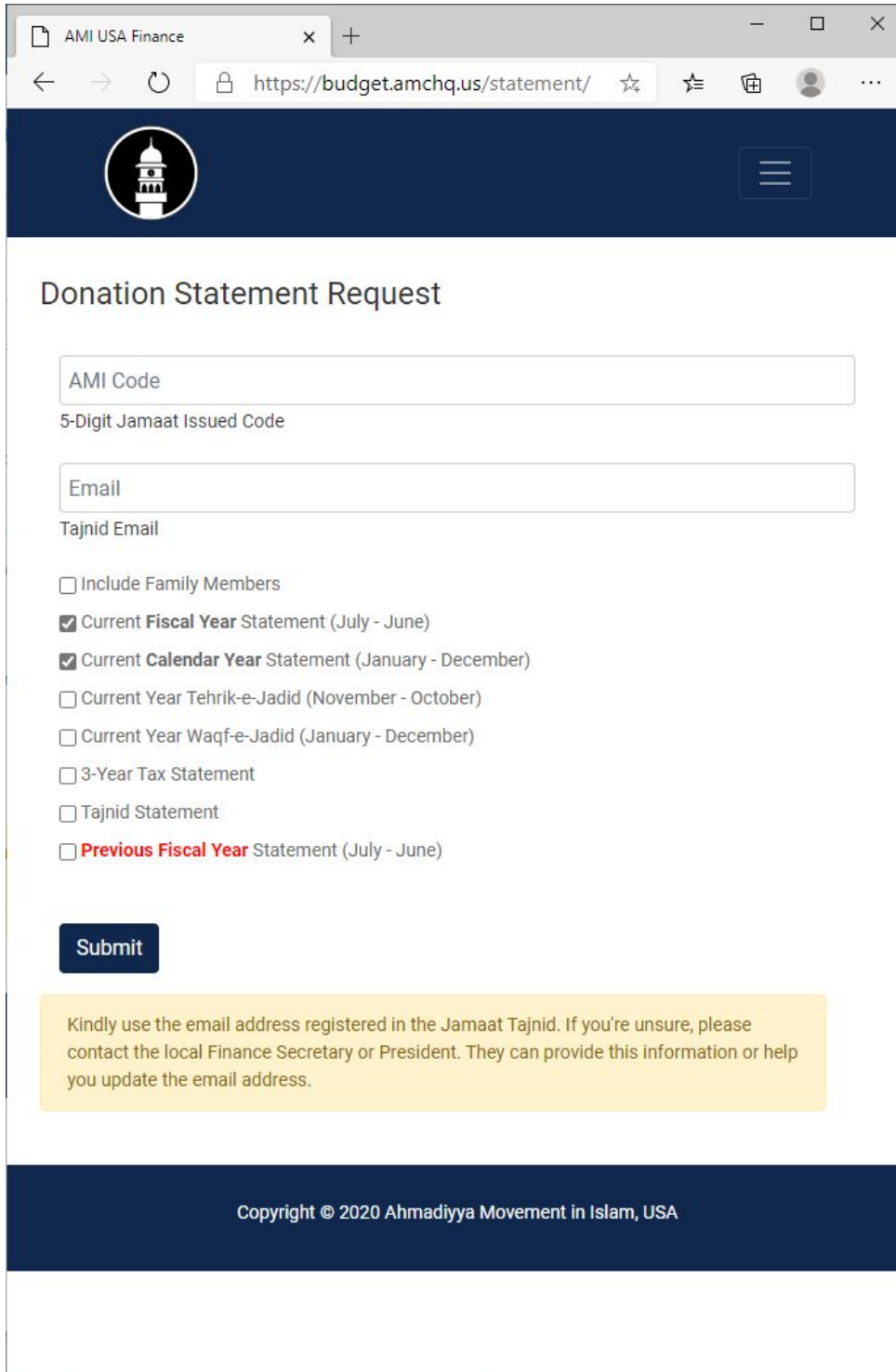


How to request member statement

- 1) Go to <https://budget.amchq.us/statement/>
- 2) Enter your member code and email address shared with Jama'at
(If you are unsure of the email address shared with Jama'at, please contact the local Finance Secretary or President, he can update the preferred email address in system. This is very important, because if an email address is entered, that doesn't match with the one in database, you will not receive any email)
- 3) Select the reports you would like to receive



The screenshot shows a web browser window with the URL <https://budget.amchq.us/statement/>. The page title is "AMI USA Finance". The main heading is "Donation Statement Request".

The form contains the following fields and options:

- AMI Code (input field)
- 5-Digit Jamaat Issued Code (input field)
- Email (input field)
- Tajnid Email (input field)
- Include Family Members
- Current Fiscal Year Statement (July - June)
- Current Calendar Year Statement (January - December)
- Current Year Tehrik-e-Jadid (November - October)
- Current Year Waqf-e-Jadid (January - December)
- 3-Year Tax Statement
- Tajnid Statement
- Previous Fiscal Year Statement (July - June)

A blue "Submit" button is located below the form.

A yellow box contains the following text: "Kindly use the email address registered in the Jamaat Tajnid. If you're unsure, please contact the local Finance Secretary or President. They can provide this information or help you update the email address."

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- 4) If this is the first time requesting a member statement, you will receive an email from "AMI Finance USA" with subject "AMC USA email Verification Code"
- 5) Click on the link in the email and enter the code provided



AMI Finance USA <admin.national.finance@ahmadiyya.us>

Tue, Sep 1 at 9:00 AM



Email Verification Code

Assalamu 'Alaikum,

You recently requested a financial statement from the Ahmadiyya Muslim Community Finance portal. Below is your Verification Code. [Click here](#) to automatically validate your email.

CODE J1X

JazakAllah

- 6) Once the email address has been verified, you will receive an email with the requested reports



AMI Finance USA <admin.national.finance@ahmadiyya.us>

Tue, Sep 1 at 9:07 AM



Statement Request

Assalamu 'Alaikum,

Attached please find the statement(s) you requested. The password for the file is the 5-digit member code you used to request the statement(s).

JazakAllah

- 7) If you do not receive an email within a few hours, please contact your local Sec. Finance.