



**Southwestern Texas Synod**  
**Evangelical Lutheran Church in America**  
 God's work. Our hands.

Attn: Congregation Treasurer, Chief Lay Officer, and/or Bookkeeper:

The Synod Remittance Form sent to you by mail is to be used by the Treasurer when the monthly Mission Support check is sent to the Synod office. The Chief Lay Officer should give the form to the Treasurer (or the person who will be sending the remittance check). This form is to be used as your original or "master", and copied as needed. Please also make a copy of each completed form for your records prior to submitting to the synod office.

**NOTE: THE CHECK MUST BE MADE PAYABLE TO: SOUTHWESTERN TEXAS SYNOD**

Just as you must have checks made payable to your church for the contributions made by your members, the same rule applies to the Synod. Banks insist that the payee name match the account to which it is deposited.

When you, as Treasurer, fill in the Remittance Form, please indicate the special funds you are including with your Mission Support check. There is no need to send separate checks or use separate remittance forms unless you need additional space on the form. Following is a SAMPLE of the remittance form showing how one form can be used with one check for several entries.

**SAMPLE**

- A. Date: To ensure that your contribution is correctly posted, please be sure your check is dated and received in this office no later than the Friday following the last Sunday of the month. End of month processing is completed and checks posted on that Friday. (i.e. form dated "For month of October, 2013," & received on Friday, November 1, 2013, would be posted for October contribution. Also, if check is dated November, but indicates it is for October [or prior], and received by November 1, 2013, it would be posted as an October contribution.)
- B. Mission Support: The amount in this space is the amount being given for **ELCA & Synod Mission Support only**. This amount should not include the funds for "Special Ministries." Of the amount in 'B', 51.5% (2014-15) is sent to ELCA.
- C. Special Ministries: The blanks in this area are for specific "special ministries." There are many funds similar in name. In order to be sure the contribution is credited to the fund it was intended, be specific on the description. Do not just put the word "Mission" or "Missionary" – do use specific names –i.e. Missionary for Day, Mission Founders or Partners, or Mission Starts, etc. -- see the 'Giving Funds' list on the synod website [www.swtsynod.org/treasurers](http://www.swtsynod.org/treasurers).
- D. TOTAL AMOUNT OF CHECK – This amount should include all the funds in B. & C. total -- to match the check amount.
- E. Check Number – This should be one (1) check number as all items can be submitted on one check and one form.

**SOUTHWESTERN TEXAS SYNOD MISSION SUPPORT REMITTANCE FORM**

For the month of **A. OCTOBER**, 2013 **† Mission Support (ELCA & Synod) B. \$ 3,500<sup>00</sup>**

(ID#) CONGREGATION NAME

Address  
 City State ZIP Code

Please make a copy of this form for your records before submitting with your check made payable to:

**Southwestern Texas Synod**  
 1090 Oestreich Dr.  
 Seguin, TX 78155-3403

**C. Special Ministries designated below:**

WORLD HUNGER	\$	200 <sup>00</sup>	
CAMPUS MINISTRY	\$	200 <sup>00</sup>	
LSSS	\$	250 <sup>00</sup>	
DOMESTIC DISASTER	\$	125 <sup>00</sup>	
CROSS TRAILS MINISTRY	\$	125 <sup>00</sup>	
	\$		
	\$		

For Synod Office Use

TOTAL AMOUNT OF CHECK \$ **4,400<sup>00</sup>** **D.**

Check Number: **1234** **E.**

**Thank you for your support and dedication to the ministries of God and the Southwestern Texas Synod.**