

In-pew Gift Transmittal Form

Finance Office Use

Date Received: _____

Verified By: _____

Batch # _____

Please review instructions on the opposite side of this sheet. Expanded instructions are available in the "Guide to Conducting and Processing the In-pew Effort." Complete sections for all gift types that you will be mailing along with **this** transmittal form only.

Parish Name: _____ **Parish ID #:** _____

Prepared By: _____ **Phone #:** _____

E-mail: _____ **Date Gifts Received at Parish:** ____ / ____ / ____

Group A: Cash Gifts Parish check and Group A envelopes from In-pew weekend to be mailed by October 19

Total Number of Envelopes Enclosed: _____

Total Cash received in envelopes: \$ _____

Total Cash received as loose: \$ _____

***Total Cash deposited for Appeal:** \$ _____

Parish Check # _____ ***Parish Check Amount \$** _____

Parish check amount should match the Total Cash deposited for Appeal and should be mailed **with Group A envelopes & Transmittal Form*

Group B: Check Gifts

Total Number of Envelopes Enclosed: _____

Total Amount of Checks Enclosed: \$ _____

Group C: Other Gifts (credit card, bank transfer, or pledges without cash/check enclosed)

Total Number of Envelopes Enclosed: _____

Total Amount of "Total Gift" box: \$ _____

Group D: Gift Already Made/No Gift

Total Number of Envelopes Enclosed: _____

*Each package of In-pew envelopes mailed to the Archdiocese should be sent with a **separate** transmittal form reflecting the contents of that package only. A new transmittal form should be sent each time gifts are processed and mailed to the Archdiocese. Make additional copies of this form as needed. Contact the Office of Stewardship & Development at (502) 585-3291 with any questions.*

In-pew Gift Transmittal Form Instructions

1) **Group A** - In-pew Envelope / Gift containing **Cash**

- Verify amount enclosed and personal/parish information on In-Pew envelope
- Record total amount and number of envelopes on Parish Gift Transmittal Form
- Deposit Cash into Parish Bank Account
- Rubber band Group A In-pew envelopes & Transmittal Form
- Parish office to issue parish check for total cash amount deposited
- Send parish check* + Group A envelopes + transmittal form to Archdiocese via a secure mailing envelope

2) **Group B** - Any In-pew Envelope / Gift containing a **Check**

- Leave check inside In-pew envelope
- Verify amount enclosed, check amount and personal/parish information on In-Pew envelope
- Record total amount and number of envelopes on Parish Gift Transmittal Form
- Rubber band together Group B In-pew envelopes & Transmittal Form
- Send Group B** envelopes + Transmittal Form to Archdiocese the next day via a secure mailing envelope.

3) **Group C** - Any In-pew Envelope / Gift **not containing** cash or check
(*credit card, automatic bank transfer, stock gift or pledge*)

- Leave any additional paperwork, voided checks, or notes inside donor envelope
- Verify “Total Gift” amount and personal/parish information on In-Pew envelope
- Total amounts listed as “Total Gift”
- Record total amount and number of envelopes on Parish Gift Transmittal Form
- Rubber band together Group C In-pew envelopes & Transmittal Form
- Send Group C** + Transmittal Form to Archdiocese the next day via a secure mailing envelope.

4) **Group D** - Any In-pew Envelope / Gift marked “Gift Already Made” or “No Gift”

- Leave any notes from donor inside the envelope
- Verify personal/parish information on In-Pew envelope
- Record number of Group D envelopes on Parish Gift Transmittal Form
- Rubber band together Group D In-pew envelopes & Transmittal Form
- Send Groups D** + Transmittal Form to Archdiocese

*Group A should be mailed with separate Transmittal Form by October 19 or as soon as parish check is available.

**Groups B, C, and D may be mailed together on the day after the collection is taken, if they will fit in the same mailing envelope. Otherwise, please complete separate Transmittal Forms for each mailing.