

DIOCESAN APPEAL TRANSMITTAL REPORT FORM

- Please open all Diocesan Appeal envelopes. If a payment is included, make sure the donor has filled in the appropriate boxes with their pledge, payment, and/or balance. If they have not completed these boxes, please fill this in before sending it to us.
 - If another parish is indicated on the tear-off pledge sheet, send these with any payments received along with this report. BUT, please do *not* include these gifts in your totals.

NEW

Credit Cards or withdrawals from checking/savings: If the donor provides the account information on the pledge forms you must contact us to let us know, and then fax us a copy of the pledge. Once we confirm we received the fax (that day) you must shred this document. Due to recent PCI regulations, you cannot physically mail or email this account information to us.

- Enter **Anonymous Gifts** as a pledge amount on line #3 as well as a payment amount on line #7.
- Parishioners receiving the annual appeal direct mail are asked to complete the reply pledge tear-off sheet and bring to Mass, or they can mail it to your parish office in a standard envelope. The pledge tear-off sheet will be pre-printed with the donor's name, address, diocesan ID number along with the parish number so there is no need to put a donor label on this sheet.
 - For the In-Church envelopes, **affix the label provided by the diocese in the "Official Use Only" box.** Do not place it over anything written by the donor. The labels we provide have the parishioner's diocesan number, name and address.
 - All In-Church envelopes and pledge tear-off sheets from reply envelopes with diocesan numbers should be **alphabetized.**
 - All **new parishioner** In-Church envelopes (without diocesan numbers) should be placed at the back of the batch and also **alphabetized.**
 - Pledges belonging to other parishes** should be combined and paper clipped together.
 - Take your alphabetized pledges and run 2 calculator tapes; one for pledges and one for payments on pledges. **Please make sure the adding machine tapes are in the same sequence for payments and pledges. This will help to find any discrepancies in the totals.** Enter pledge total on line #2 below. Enter payment total on line #6 below. **Attach all tapes to this form.** Total the number of pledges and enter on line #1.
 - If a parishioner is making a payment on a pledge already submitted, *do not* send another pledge card. Use Form-10 to report that payment. Enter total payments from Form-10 on line #8 below. If a change in the pledge amount is required on a pledge already submitted, use Form-11. Enter pledge changes from Form-11 on line #4 below and payment changes from Form-11 on line #9.
 - Deposit all money received from this appeal into your bank account. The funds are recorded as revenue using revenue account #48200-Diocesan Stewardship. Forward one parish check payable to: Diocese of Rockford - DS for the total of all payments. The coding on the parish check should be disbursement - account #48250 Diocesan Stewardship.
 - Transfer the information from the pledge tear-off sheets to the Form 3 Parish Report Sheets provided to each parish to record individual pledges and payments. Retain the Form 3 in the parish - *do not* send it to the Diocese. This will be your only record of pledges and payments until the parish receives a listing of pledges and payments in June posted to your Parish Pages web page, under Stewardship.
 - Send the white copy of this transmittal form, forms 10 and 11, if any, the In-Church and/or pledge tear-off sheets from reply envelope, adding machine tapes for pledges and payments and a parish check for the "Total all payments" amount to the Stewardship Development Office, P.O. Box 7044, Rockford IL 61125-7044.** The yellow copy of the transmittal form remains in the parish. If you are sending UPS/FEDEX, please send to 555 Colman Center Dr., Rockford, IL. 61108.

1. Number of Pledges in Report _____	6. Total Payments Received from Pledges \$ _____
2. Total Dollar Amt. of Pledges \$ _____	7. Anonymous Gifts- Payments Received \$ _____
3. Anonymous Gift-Pledges \$ _____	8. Total Payments Received-Form 10 \$ _____
4. Total Amt. of Pledges-Form 11 \$ _____	9. Total Payments Received -Form 11 \$ _____
5. Total all Pledges (add lines 2,3,4) \$ _____	10. Total All Payments (add lines 6,7,8,9) \$ _____

Parish Check # _____ Amount \$ _____ ↖ **MUST AGREE**

Parish _____ City _____ Parish Code # _____

Submitted by _____ Date _____ Phone # _____