

Gift Remittance Process

With the direct mail packet dropping in mid-January, you may receive *Catholic Ministry Appeal* gifts and commitments in the collection basket beginning in January. The following procedures have been established to expedite the remittance of gifts and commitments to the Campaign Processing Office to ensure donors are acknowledged quickly.

- For security and accuracy purposes, please do not open any *Catholic Ministry Appeal* envelopes.
- If the donor has not sealed the envelope, please seal and submit to the Campaign Processing Office.
- To ensure prompt and accurate posting, please make sure all envelopes have your parish name on them.
- *Catholic Ministry Appeal* gifts and commitments should be collected, packaged securely and sent to:

For UPS/FedEx

Campaign Processing Office
Bishop W. Thomas Larkin Pastoral Center
6363 Ninth Avenue N.
St. Petersburg, FL 33710

For United States Postal Service (USPS)

Campaign Processing Office
Bishop W. Thomas Larkin Pastoral Center
Post Office Box 40200
St. Petersburg, FL 33743-0200

- To ensure the integrity of the enclosed gift, the preferred method of sending in gifts and commitments is FEDEX or UPS. If you use the USPS, please use the PO Box address provided above.
- Please submit all gifts to the Campaign Processing Office as they are received. **Do not hold or collect gifts or commitments.**
- For Audit and Internal Control Purposes:
 - ✓ The Campaign Processing Office cannot verify the contents or accuracy of envelopes if the seal is broken.
 - ✓ Parish staff handling the collection should count the number of gifts and commitments (sealed envelopes) and attach a slip/batch header with the envelope count on top of the bundle.
- **Gifts of loose cash** should be deposited into the parish account and a check for the total amount of the cash gifts should be forwarded to the Campaign Processing Office with notation of “anonymous cash gifts.”

**If you have any questions,
please contact the Campaign Processing Office at 727-341-6841.**