

## 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 accurately and quickly.

### IN-PEW PLEDGE ENVELOPES

- For security and accuracy purposes, please do not open any *Catholic Ministry Appeal* envelopes.
- Please submit all gifts to the Campaign Processing Office as they are received. **Do not hold or collect gifts or commitments.**
- 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 and city on them.**
- *Catholic Ministry Appeal* gifts and commitments should be collected, packaged securely and sent to:

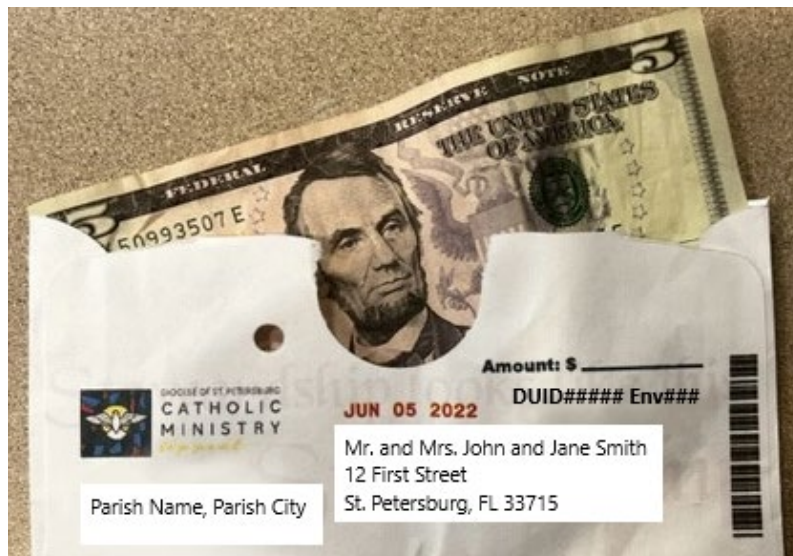
For UPS/FedEx (**Preferred Method**)  
Campaign Processing Office  
Bishop W. Thomas Larkin Pastoral Center  
6363 Ninth Avenue N.  
St. Petersburg, FL 33710

For United States Postal Service (USPS)  
Campaign Processing Office  
Bishop W. Thomas Larkin Pastoral Center  
Post Office Box 40200  
St. Petersburg, FL 33743-0200

### GIFTS OF LOOSE CASH

- Cash should not be sent through the mail.
- **Must** be deposited by the parish into the parish account. Once deposited, a check to the Diocese with the original envelopes should include: DUID, first name, last name, address, parish envelope number, payment amount and pertinent payment type. Check for the total amount of the cash gifts should be forwarded to the Campaign Processing Office with notation of “anonymous cash gifts.” Any cash donations received at the parish must be deposited by the parish.

Please use this sample for reference:



## PARISH CHECKS WITH LISTS

- **When donations are deposited at the parish, and one parish check is cut, we have been receiving incomplete lists and/or information.** This includes missing addresses, incorrect name spellings and more. A correct parish list should include: DUID, first name, last name, address, parish envelope number, payment amount and pertinent payment type.
- Accepted File Formats include:
  - .csv
  - .exl

Please use this sample for reference:

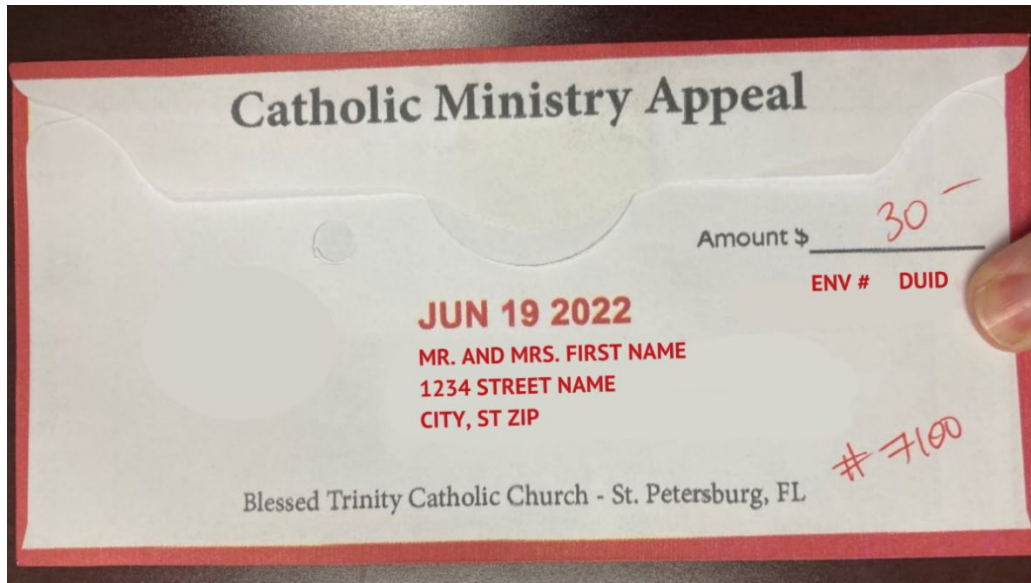
**Catholic Ministry Appeal <Date Range>  
<Parish Name>**

DUID	First Name	Last Name	Address	ST	Zip	Env	Amount	Payment Type
100001	John	Smith	1234 First St	FL	33715	434	\$ 50.00	Cash
200002	Jane	Doe	5678 2nd Ave	FL	33713	565	\$ 25.00	Check
100001	John	Smith	1234 First St	FL	33715	434	\$ 15.00	Cash
200002	Jane	Doe	5678 2nd Ave	FL	33713	565	\$ 60.00	Check
100001	John	Smith	1234 First St	FL	33715	434	\$ 50.00	Cash
200002	Jane	Doe	5678 2nd Ave	FL	33713	565	\$ 10.00	Check
100001	John	Smith	1234 First St	FL	33715	434	\$ 15.00	Cash
200002	Jane	Doe	5678 2nd Ave	FL	33713	565	\$ 40.00	Check
100001	John	Smith	1234 First St	FL	33715	434	\$ 20.00	Cash
200002	Jane	Doe	5678 2nd Ave	FL	33713	565	\$ 100.00	Check
100001	John	Smith	1234 First St	FL	33715	434	\$ 25.00	Cash
							<b>\$ 410.00</b>	

## SMALL, OFFERTORY PACKET ENVELOPES

- Different from the deep flap commitment envelopes or direct mail pledge cards.
- Small, offertory packet envelopes with checks have been received with missing addresses, DUIDS, parish names and incorrect amounts.
- Small, offertory packet envelopes with cash and coins should not be mailed through the US Postal Service, via an overnight service or hand delivered. **Please audit these envelopes** with the amount of cash, deposit the cash and **submit one check** for all the cash with the backup (see Parish Check List instructions above).

Please use this sample for reference:



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