2024 Annual Appeal Transmittal Sheet

**Date: Transmittal No.:**

**Parish Name: Parish Code:**

**Address:**

**Street Town Zip**

**Name of person completing this transmittal (Please Print):**

**Daytime Phone Number:**

**\*\*A transmittal must be completed and submitted with each**

**Federal Express envelope being returned for processing. \*\***

# Separate gift envelopes into Two Piles:

# Pile #1: Cash Gifts - Please do not send cash in your return Federal Express Envelope\*\*\*\*\*\*\*

**Please place these envelopes in rough alphabetical order and label each envelope with the donors personalized label provided.**

**Include all envelopes or a list with donor name, mailing address and the donor account number that contained gifts made in cash and that total the amount of the parish check being submitted.**

***\*Anonymous Cash: Gifts that cannot be attributed to a specific donor. The amount will be attributed to the parish general account.***

**Please total all cash gifts and enclose a parish check for these gifts/pledges received in cash. Please place the Total Number of items below.**

***\*Anonymous Cash: Gifts that cannot be attributed to a specific donor. The amount will be attributed to the parish general account.***

# Pile #2: All Other Gifts (Checks, Credit Card etc.)

**Please place these envelopes in rough alphabetical order and label each envelope with the donors personalized label provided. Please place the Total Number of items below.**

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| **Pile #1: Cash Gifts/Pledges** | **Pile #2: All Other Gifts/Pledges** |
| **Number of Items:**  Total Parish Check Amt.: $  Parish Check Number: | **Number of Items:** |

**The New Address for Gift/Pledge processing is:**

**Attention: Carolyn Drew, Manager – Letter Concepts, Inc. - 33 Massirio Drive - Berlin, CT 06037**

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| **Office Use Only** | |
| Date: | Verified By: |