

# 2023 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 amount.*
- 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 amount.*

### **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.

<b>Pile #1: Cash Gifts/Pledges</b>	<b>Pile #2: All Other Gifts/Pledges</b>
<b>Number of Items:</b> _____	<b>Number of Items:</b> _____
Total Parish Check Amt.: \$ _____	
Parish Check Number: _____	

The New Address for Gift/Pledge processing is:

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

## Office Use Only

Date: \_\_\_\_\_ Verified By: \_\_\_\_\_