

REMITTANCE INSTRUCTIONS FOR ALL TREASURERS

For Local Treasurer

Submit the completed remittance form with your check to your district conference treasurer.

For District Treasurer

Complete this remittance form using information from all of the local treasurers in your district. Submit the completed form to your conference treasurer. *Each remittance form is to be mailed with a check to your conference treasurer.*

For Conference Treasurer

Complete this remittance form using information from all of the district treasurers in your conference. *Submit this completed form to the National United Methodist Women treasurer.* You may complete this form on a monthly or quarterly basis. You should make a remittance to the United Methodist Women National Office four times per year. Each remittance form is to be followed by or mailed with a check. To use electronic funds transfer, contact the national treasurer's office.

You may submit the remittance form in several ways:

- Complete the Remittance Form. (To save time, you may fill in the non-changeable items, photocopy the form and then complete that copied form each time.) Photocopy the completed form and mail it to your conference treasurer.
- Download and then mail or email the completed form. The downloadable form is available at, www.unitedmethodistwomen.org/give/forms.

• HOW TO COMPLETE THE REMITTANCE FORM •

MISSION GIVING—Five Channels of Giving

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Insert total from Special Mission Recognition local order forms. This form may be sent on its own or attached. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order. Attach copies of local treasurers' orders.
3. Gift to Mission: Insert total from Gift to Mission order forms. Local units order cards from their district treasurer. Cards are sent on a revolving basis. Be sure to have many on hand for a speedy reply to requests.
4. Gift in Memory.
5. World Thank Offering: You may order a World Thank Offering box (M1731, \$0.40) and World Thank Offering label (M5034, free) or download. Go to www.unitedmethodistwomen.org/worldthank for information about ordering resources or downloading materials.

SUPPLEMENTARY GIFTS

6. A Call to Prayer and Self-Denial.
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; National Mission and International Mission—please provide the names and addresses and amounts of specific projects or enclose a copy of your local treasurers' remittance forms.
8. Legacy Fund.
9. Bequest—please attach a copy of the will or excerpt of the will.
10. Other designated gifts and non-United Methodist Women giving.

TOTAL REMITTANCE

Fill in check number and insert the total of all items.

District treasurers: Write a check in the amount shown on the "total remittance" line made payable to the conference and send to the conference treasurer. Keep a copy for your records.

Conference treasurers: Write a check in the amount shown on the "total remittance" line made payable to United Methodist Women National Office (or use electronic funds transfer) and send to:

United Methodist Women National Office, Gift Processing, P.O. Box 29925, New York, NY 10087-9925.

Always put your name and address in the space provided. Keep a copy for your records.