



Diocese of Fort Wayne- South Bend

MEMORANDUM

To: Business Managers

From: Joe Ryan 

Date: July 11, 2022

RE: Credit Card Pledges and Payments

Our liability insurance carrier has suggested that **all credit card pledges/payments** sent from the parishes to the Diocese be sent via secured carrier. We are providing you with an initial supply of Fed Ex labels and envelopes. Should you need additional supplies please contact Claire Klinedinst (574-258-6571) in the Stewardship and Development Office.

Please complete the FedEx Label as follows:

Section 1: Enter the date

Section 2: Skip

Section 3: Recipient: Deb Gase Phone: 260-399-1429
Company: Diocese of Fort Wayne – South Bend
Address: 915 S Clinton Street, Fort Wayne, IN 46802-2601

Section 4: Check "FedEx Express Saver"

Section 5: Check "FedEx Envelope"

Section 6: Check "No" under "Does this shipment contain dangerous goods"

Section 7: Check "Recipient"

Peel backing from the label and attach to the envelope. Keep the top copy for your records.

Call 1-800-463-3339 to schedule a pickup or deliver to the nearest FedEx drop off site. Sites can be found at www.fedex.com.