



TRANSMITTAL REPORT

CHECK ONE:                  REGULAR                                  CREDIT CARDS – pledged & paid  
   ELECTRONIC TRANSFERS                      CREDIT CARDS – with balance due

\_\_\_\_\_  
REPORT# (Give each report a new sequential number)      DATE      PREPARED BY

\_\_\_\_\_  
PARISH NAME    PARISH #    CITY

\_\_\_\_\_  
NUMBER OF PLEDGES RECEIVED      AMOUNT PAID TOTAL      TOTAL AMOUNT PLEDGED  
(Do not record 0 pledges)                  (Amount of parish check)

**INSTRUCTIONS:**

1. Prepare a separate report for each of the following: credit cards with pledges paid, credit cards with balance due, electronic transfers, and a separate report for all others.
2. Write ONE parish check to cover payments.
3. Make check payable to: **Annual Bishop's Appeal**.
4. Mail or deliver this form, parish check, and all completed pledge information using either the excel spreadsheet, or by including completed pledge cards. (Excel spreadsheet may not be submitted with EFT and Credit cards pledges- you must send the donor's signed pledge card).
5. Keep a copy for your records.
6. All questions about the billing process, payments, and address corrections, etc., should be directed to Deb Gase in the Diocesan Business Office at (260) 422-4611, extension 3339, or email: dgase@diocesefwsb.org
7. To view your parish's current ABA donations, run your Parish Master Report.

**MAILING ADDRESS:**  
Business Office  
Diocese of Fort Wayne-South Bend  
P. O. Box 390  
Fort Wayne, IN 46801

**IN-PERSON DELIVERY ADDRESS:**  
Archbishop Noll Catholic Center  
Business Office  
915 South Clinton Street  
Fort Wayne, IN 46802