

## TRANSMITTAL REPORT

	REGULAR ELECTRONIC TRANS	FERS	CREDIT CARDS – pledged & paid CREDIT CARDS – with balance due
REPORT# (Give each report a	new sequential number)	DATE	PREPARED BY
PARISH NAME		PARISH #	CITY
NUMBER OF PLEDGES REC		F PAID TOTAL	TOTAL AMOUNT PLEDGED

## **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 for each batch sent.
- 3. Make check payable to: Annual Bishop's Appeal.
- 4. For pledges **NOT paid via credit card or EFT**: mail this form with your parish check to the Business Office using the prepaid #10 or 6x9" envelopes provided. When the Business Office receives your Transmittal Report and check, Deb will request your excel file, which you will then email to her. The excel file is then uploaded into ParishSOFT. Instructions for this process may be found in the ABA Parish Toolkit at <a href="diocesefwsb.org/aba-toolkit">diocesefwsb.org/aba-toolkit</a>
- 5. For pledges **paid via Credit card and EFT**: send the original pledge cards in an overnight envelope (these <u>must</u> be sent via a trackable method for security purposes). You may use your carrier of choice: Fedex, USPS Priority Mail envelope, or other carrier, just make sure you have the tracking information. These should <u>not</u> be put on your excel spreadsheet.
- 6. Keep a copy for your records and mail to: Diocese of Fort Wayne-South Bend, P. O. Box 390, Fort Wayne, IN 46801
- 7. All questions about the billing process and payments should be directed to Deb Gase in the Diocesan Business Office, at 260-422-4611, extension 3339, or email <a href="mailto:dgase@diocesefwsb.org">dgase@diocesefwsb.org</a>
- 8. To view your parish's current ABA donations, run your Parish Master Report (in ParishSOFT). Instructions are in the ABA Parish Toolkit, at <u>diocesefwsb.org/aba-toolkit</u>