

Presbytery of Winnebago
181 E. North Water St. Ste 207
Neenah, WI 54956
920-886-3598 or 1-800-353-3598
Email: nancy@winnebagopresbytery.org

REMITTANCE FORM

Presbytery Treasury Service

FOR OFFICE USE
ONLY

Deposit Date _____

Receipt # _____

CHURCH _____ PIN # _____

ADDRESS _____

I. **Budgeted Disbursements**

A. Per Capita Apportionment _____

B. Unified Mission Support

General Assembly _____

Synod _____

Presbytery _____

C. Designated Mission Support (Specify GA or Synod project by name and/or code number)

Theological Education Fund Code # _____

_____ Code # _____

_____ Code # _____

II. **Special Offerings**

A. One Great Hour of Sharing _____

B. Peace _____

C. Christmas Joy _____

D. Pentecost _____

E. Other (Please Specify) _____

III. **Unbudgeted Selected Mission Support (Extra Commitment Opportunity)**

(Specify GA or Synod project by name and/or code number)

_____ Code # _____

_____ Code # _____

_____ Code # _____

Check numbers _____

Total amount of check(s) enclosed \$ _____

MAKE CHECKS PAYABLE TO PRESBYTERY OF WINNEBAGO Be sure to write the church name/town on the deposit slip in case it gets separated from the remittance form.

Person making remittance E-mail Address

Check if new to this position

Telephone Date

Revised
03/2012

Mail one copy of Remittance Form, two deposit slips and check(s) in bank envelope to:
Mail Teller, BMO Harris Bank,
P.O. Box 239, Appleton, WI 54912-0239

Presbytery Office please send more:

Remittance Forms

Bank Deposit Slips

Bank by Mail Envelopes

REMITTANCE FORM INSTRUCTION

When making any remittance to the Presbytery Treasury Service (PTS), you are to complete two copies of this remittance form and two copies (one white and one yellow) of the bank deposit slip. Mail both deposit slips and one copy of the remittance form to **BMO Harris Bank** in the addressed envelope. Keep the second copy of the remittance form for your records. The PTS will provide you with a receipt, showing how the funds were disbursed.

This form is intended to facilitate all contributions to Presbyterian causes which are made through the church treasurer. Contributions to non-Presbyterian projects should be sent directly to shoe projects. Other organizations, such as Presbyterian Women, which send mission contributions directly to Louisville rather than through the church treasurer, should continue to do so.

The following instructions will enable accurate remittance and disbursement of funds. Please complete the top and bottom portions of the form.

- I. BUDGETED DISBURSEMENTS: This section is for all those commitments approved by action of the session/congregation.
 - A. Per Capita Apportionment: Enter the amount listed on the per capita statement received from the Stated Clerk. This apportionment is due by March 31 unless a payment plan is requested of and approved by the Finance Committee of Presbytery.
 - B. Unified Mission Support: This section pertains to mission commitments as approved the session/congregation. The moderator or clerk of session will have filed a form with the Presbytery indicating the congregation's commitment.
 - C. Selected Mission Support (Designated): (GA, Synod or Presbytery Projects) Enter the amount being remitted for specific projects as approved by the session/congregation, including information necessary to ensure proper disbursement.
- II. SPECIAL OFFERINGS: Enter the amounts on the appropriate lines (A,B,C,D) for the specific offerings. Enter on line E the amount for other special offerings such as Presbyterian Hunger Fund or Emergency Disaster Relief Funds--Be sure to specify where the money is to go. Use a project number if you have one.
- III. UNBUDGETED SELECTED MISSION SUPPORT (Extra Commitment Opportunity Giving): (GA, Synod or Presbytery Projects) This is where you should enter contributions from individuals or organizations within the church which they want remitted to give credit to the church to Presbyterian projects. Please include the information necessary to ensure proper disbursement.

You may enclose one or more checks with one remittance form by listing the check numbers and the total amount of all checks. Please make checks payable to the Presbytery of Winnebago. Be sure to sign and date the form, and check the box if you need additional remittance forms.

THANKS!