

ANNUAL SEMINARIES' APPEAL PROCESSING INSTRUCTIONS

CHECKS RECEIVED – LOOSE AND ENVELOPE

1. Checks received do not need to be sorted or tallied.
2. Please rubber band/paper clip them together into two batches:
Batch 1 – Loose Checks in Offertory
Batch 2 – Envelopes with Checks/Money Orders – please do not separate checks from envelopes or staple. If the envelope is completely blank the check may be treated as a loose check and the envelope may be discarded.
3. Include the batches in the provided postage paid envelope.
4. **Important** if the check is made out to the Parish, please include with the other checks, the Appeal Office can deposit these checks.

CASH RECEIVED – LOOSE AND ENVELOPE

Loose Cash in Offertory

1. Two unrelated volunteers are needed to tally cash.
2. Sort cash by denomination.
3. Fill out the enclosed **Loose Cash Donations** form.
4. Deposit Cash into the Parish bank account.
5. Write a Parish check for the total amount found on the **Loose Cash Donations** form and paper clip Parish check to the form.
6. Include the form and Parish check in the provided postage paid envelope.

Envelopes with Cash

1. Two unrelated volunteers are needed to open and record envelopes with cash.
2. Remove the cash.
3. On the donation envelope write the amount, "Cash" and the volunteers initials (i.e. \$50 Cash AW/RO).
4. Sort cash by denomination.
5. Fill out the enclosed **Envelope Cash Donations** form.
6. Deposit Cash into the Parish bank account.
7. Write a Parish check for the total amount found on the **Envelope Cash Donations** form and paper clip Parish check to the form.
8. Please rubber band/paper clip the empty envelopes/donation cards with the cash amount and initials written on them.
9. Include the form, Parish check and empty envelopes in the provided postage paid envelope.

PLEASE DO NOT INCLUDE ANY CASH IN THE ENVELOPE TO THE ARCHDIOCESE



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CHECKLIST FOR POSTAGE PAID ENVELOPE TO THE ARCHDIOCESE

Please include the following items in the provided 10"x13" envelope addressed to the Appeal Office:

- Donor Checks** – including those checks made out to the Parish
 - Loose checks
 - Envelopes with checks
 - Empty Envelopes**– empty envelopes and pledge cards that previously contained cash
 - Forms** – Loose Cash Donations and Envelope Cash Donation forms
 - Make sure you have a copy for your records before enclosing
 - Parish Check** – signed and made out to **Annual Seminaries' Appeal**
 - **Option 1:** one check – with two-line items, one for Loose Cash Donations and one for Envelope Cash Donations
 - OR**
 - **Option 2:** two separate checks – one for the Loose Cash Donations form and one for the Envelope Cash Donations form
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APPEAL TAX RECEIPTS

Tax receipts will be mailed to the donors upon receipt.

HAND DELIVER ENVELOPE

If you wish to hand deliver the 10" x 13" envelope to the Archdiocese located at 1300 S Steele St Denver, CO 80210. Go to the main entrance and ask the receptionist for the **Data and Payment Team**.

PO BOX From Texas

The direct mail return envelopes will have a PO Box from Texas. Please assure your parishioners that it is legitimate. It's our processing center that helps with our direct mail donations.

QUESTIONS

If you have any questions regarding the **Processing Instructions**, please contact the **Donor Relations Team** at **(303) 867-0614**.

PLEASE DO NOT INCLUDE ANY CASH IN THE ENVELOPE TO THE ARCHDIOCESE

