

# THE REMITTANCE FORM FOR ALL TREASURERS

**Order No.** (Please make sure that all orders have a unique order no.):

**Local Unit:**

**District:**

**Conference:**

**Period from:**

**To:**

Mission Giving	Amount
1. Pledge to Mission	
2. Special Mission Recognition	
3. Gift to Mission	
4. Gift in Memory	
5. World Thank Offering	
<b>Total Mission Giving (Lines 1 thru 5):</b>	<b>\$</b>

Supplementary Gifts	Amount																																	
6. A Call to Prayer and Self-Denial																																		
7. Designated Gifts	Amount																																	
A Brighter Future for Children and Youth																																		
Assembly Offering																																		
Scarritt-Bennett Center																																		
World Communion Scholarship																																		
Magazine Fund																																		
National, international and UMCOR projects (if additional pages are needed, complete the Supplementary Gifts Details Form)																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; padding: 5px;">Name of project</th> <th style="width: 30%; padding: 5px;">Address</th> <th style="width: 40%; padding: 5px;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name of project	Address	Amount																														
Name of project	Address	Amount																																
<b>Total from Supplementary Gifts Details Form</b>	<b>\$</b>																																	
<b>Subtotal Designated Gifts (line 7 only):</b>	<b>\$</b>																																	

8. Bequest (please attach a copy of the will or excerpt of the will)	
9. Other Designated Gifts	
<b>Total Supplementary Gifts (lines 6 thru 9):</b>	<b>\$</b>
<b>Total—total giving for this period (including Special Mission Recognition orders)</b>	<b>\$</b>
Less SMRs (and other as applicable) remitted previously (Enter as a positive number.)	
<b>Total remittance Check no.:</b>	<b>TOTAL: \$</b>

**TREASURER:**

**ADDRESS:**

**PHONE:**

**FAX:**

**E-mail:**

**DATE:**



# ALL TREASURERS

## For local treasurer

*Submit the completed remittance form with your check to your district conference treasurer.*

## For district treasurer

Complete this remittance form using information from all of the local treasurers in your district. Submit the completed form to your conference treasurer. *Each remittance form is to be mailed with a check to your conference treasurer.*

## For conference treasurer

Complete this remittance form using information from all of the district treasurers in your conference. *Submit this completed form to the National United Methodist Women treasurer.* You may complete this form on a monthly or quarterly basis. You should make a remittance to the national United Methodist Women four times per year. Each remittance form is to be followed by or mailed with a check. To use electronic funds transfer, contact the national treasurer's office.

## You may submit the remittance form in several ways:

- Complete the Remittance Form. (To save time, you may fill in the non-changeable items, photocopy the form and then complete that copied form each time.) Photocopy the completed form and mail it to your conference treasurer.
- Download and then mail or e-mail the completed form. The downloadable form is available at [www.unitedmethodistwomen.org/give/forms](http://www.unitedmethodistwomen.org/give/forms)

## • How to Complete the Remittance Form •

## MISSION GIVING—Five Channels of Giving

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Insert total from Special Mission Recognition local order forms. This form may be sent on its own or attached. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order. Attach copies of local treasurers' orders.
3. Gift to Mission: Insert total from Gift to Mission order forms. Local units order cards from you, their district treasurer. Cards are sent to you on a revolving basis. Be sure to have many on hand for a speedy reply to requests.
4. Gift in Memory.
5. World Thank Offering: You may order a World Thank Offering packet to give to local units so they can participate in this giving channel (#5712, free).

## SUPPLEMENTARY GIFTS

6. A Call to Prayer and Self-Denial.
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; Scarritt-Bennett Center; World Communion Scholarships; Magazine Fund; national, international and UMCOR projects—please provide the names and addresses and amounts of specific projects or enclose a copy of your local treasurers' remittance forms.
8. Bequest—please attach a copy of the will or excerpt of the will.
9. Other Designated Gifts.

## TOTAL REMITTANCE

Fill in check number and insert the total of all items.

**District treasurers:** Write a check in the amount shown on the "total remittance" line made payable to the conference and send to the conference treasurer. Keep a copy for your records.

**Conference treasurers:** Write a check in the amount shown on the "total remittance" line made payable to the United Methodist Women National Office (or use electronic funds transfer) and send to:

**United Methodist Women National Office**, Gift Processing, P.O. Box 29925, New York, NY 10087-9925.

Always put your name and address in the space provided. Keep a copy for your records.