

THE REMITTANCE FORM

◆◆◆CONFERENCE TREASURER◆◆◆

Thank you for serving as a conference treasurer!

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

You may submit the remittance form in several ways:

- Complete the attached form, The Remittance Form. (To save time, fill in the non-changeable items, photocopy the form, and then complete that copied form each time.) You may photocopy the completed form and mail or fax to the Women's Division;
- Download and then mail or e-mail the completed form. The downloadable form is available at gbgm-umc.org/umw/finance.

◆◆◆HOW TO COMPLETE THE REMITTANCE FORM◆◆◆

I. MISSION GIVING – Five Channels of Giving

1. Pledge to Mission – This includes Pledge to Mission and undesignated offerings collected on special occasions.
2. Special Mission Recognition – Insert the total remittance from district orders. Attach a copy of district/local treasurers' Special Mission Recognition Pin Order Forms.
3. Gift to Mission
4. Gift in Memory
5. World Thank Offering

II. DESIGNATED GIFTS

6. A Call to Prayer and Self-Denial
7. Supplementary Gifts:
 - A Brighter Future for Children and Youth
 - Assembly Offering
 - Scarritt-Bennett Center
 - Crusade Scholarships
 - Magazine Fund
 - National, International and UMCOR Projects – Please provide the names and addresses of specific projects or enclose a copy of your Treasurers' Remittance Forms. If additional lines are needed, please complete the Supplementary Gifts - - Details Form.
8. Bequest – Please attach a copy of the Will or excerpt of the Will.

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

Conference treasurers – Write a check in the amount shown on the TOTAL REMITTANCE line made payable to the Women's Division (or use electronic funds transfer) and send to:

**Women's Division
Lockbox 11424A, Church Street Station
NY, NY 10286-1424**

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