

UNITED METHODIST WOMEN

# THE REMITTANCE FORM

## ◆◆◆LOCAL TREASURER◆◆◆

**Thank you for serving as a treasurer!**

Submit this remittance form with your check your district conference treasurer.

You may submit the remittance form in one of several ways –

- Complete the attached form, 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.) You may photocopy the completed form and mail to your district treasurer; or
- Download and then mail the completed form. The downloadable form is available at [gbgm-umc.org/umw/finance](http://gbgm-umc.org/umw/finance); or
- Use carbonless copies forms (#5111, free).

## ◆◆◆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 total from Special Mission Recognition order form. 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.
3. Gift to Mission – Insert total from Gift to Mission order form. You may order cards from your district treasurer using the Gift to Mission order form. This form may be sent on its own or attached. Cards can be ordered singly (\$5) or in packs of 10 (\$50). Christmas cards are in packs of 5 (\$25).
4. Gift in Memory
5. World Thank

### **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, addresses and amounts. 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.



Local treasurers – Write a check in the amount shown on the TOTAL REMITTANCE line made payable to the district treasurer.

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