



UNITED WOMEN IN FAITH

REMITTANCE FORM FOR TREASURERS

Local Unit: _____ Remittance #: _____
District: _____ Date: _____
Conference: _____ Period From: _____ To: _____

Local: Submit Remittance Form to District Treasurer with every check to explain how the money should be used.
District: Consolidate local remittances. FORM NOT NEEDED IF SUBMITTED ONLINE. If submitting paper Remittance Form, send to conference treasurer with check.
Conference: Consolidate district remittances on online Remittance Portal and mail check to the national office PO Box.

Table with 2 columns: Description and \$ Donation. Rows include MISSION GIVING* (Pledge to Mission, Special Mission Recognition, Gift to Mission, Gift in Memory, World Thank Offering), DESIGNATED GIVING** (A Brighter Future for Children and Youth, Assembly Offering, Call to Prayer and Self-Denial, Education and Leadership, Social Action/Justice Work, Spiritual Growth and Nurture, United Women in Faith Project Names & Codes), and a Sub-Total for Designated Giving.

Make check payable to: _____ TOTAL CHECK \$ _____

Last remittance of year due: _____ Check Number _____

Prepared by: _____, Treasurer
Address: _____
Phone: _____ Fax: _____
Email: _____

Submit to: _____

(Keep a copy of submitted forms for your financial records.)

INSTRUCTIONS FOR ALL TREASURERS

Local treasurers: Submit the completed remittance form and mail, with your check, to your district treasurer.

District treasurers: Complete the paper remittance form or submit via the online remittance portal (preferred) after consolidation the information from all of the local treasurers in your district. If submitting a paper remittance form, mail it with a check to your conference treasurer.

Conference treasurers: Enter or consolidate your district remittances using the online remittance portal monthly (preferred) or quarterly. You should make a remittance to the national office at least four times per year. Mail your check to the national office's PO box with the remittance number in the memo. To give via electronic funds transfer, contact the national Treasurer/CFO.

How to Complete the Remittance Form

MISSION GIVING—Five Channels of Giving

Mission Giving is the unrestricted giving towards our mission.

- Line 1 Pledge to Mission: Enter total giving. This includes Pledge to Mission and gifts/offerings collected on special occasions. Conferences only should subtract the designated percentage for the conference budget.
- Line 2 Special Mission Recognition (SMR): Insert total from Special Mission Recognition order forms. This form may be sent on its own or attached. On the form, indicate the pin type and amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order. Attach copies of local treasurers' orders.
- Line 3 Gift to Mission (GTM): Enter total from Gift to Mission order forms. Local units order cards from district treasurers. Cards are sent to district treasurers on a revolving basis. Be sure to have many on hand for a speedy reply to requests.
- Line 4 Gift in Memory (GIM): Enter total from Gift in Memory order forms. Local units order cards from district treasurers. Cards are sent to the district treasurers on a revolving basis.
- Line 5 World Thank Offering (WTO): You may order a World Thank Offering materials on the UWFaith Resources website (<https://uwfaithresources.org/>).

DESIGNATED GIVING

Designated Giving is restricted to a particular program or project of UWFaith. A complete list with descriptions is available on the UWFaith Resources website. Please do not send funds for projects that UWFaith no longer supports.

Lines 6 – 13 Enter the total giving for each project name. A complete list of programs and projects is updated and posted yearly on the UWFaith Resources website.

Line 14 Bequests should entered on this line and a copy of the will or other documentation should be sent to the national Treasurer.

TOTAL REMITTANCE

Enter the check information (payable to, amount, and check number).

Local treasurers: Write a check in the amount shown on the "total remittance" line made payable to the district and submit to the district treasurer. Keep a copy for your records.

District treasurers: Write a check in the amount shown on the "total remittance" line made payable to the conference and submit to the conference treasurer. Keep a copy for your records. FORM NOT NEEDED IF SUBMITTED ONLINE

Conference treasurers: Consolidate district remittances on the online Remittance Portal and mail check to the national office's PO Box. Contact the national treasurer if you would like to give via electronic funds transfer.

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

This PO Box is only for conference remittances of mission giving and designated giving. Do not send any legacy gifts, correspondence, or other mail to this PO Box.

ADDITIONAL INFORMATION

UWFaith Resources for Treasurers – www.uwfaithresources.org/prodlist.cfm?catID=2199
UWFaith Financial Stewardship – www.uwfaith.org/who-we-are/financials/