

Catholic Appeal

Living Our Faith. Together.

GIFT PROCESSING

It is very important to immediately send all donations and in-pew envelopes for processing. Be sure to....

- Secure all Catholic Appeal In-Pew envelopes and donations in a locked cabinet until they can be mailed for processing.
- Notify and educate your parish volunteer counters on the processing of Catholic Appeal Donations.
- Only use the new, smaller FEDEX labels sent this year. Prior year labels should be discarded.

Each parish will receive 4 FEDEX bags and labels to use at the beginning of the Catholic Appeal. In addition, we are sending each parish 6 pre-addressed postal envelopes for smaller gift batches to be used after Commitment Weekend. If you need additional materials, please email Catholic_Appeal@rcab.org

Important Note: After the launch of the appeal many parishioners drop Catholic Appeal gifts and payments in the parish offertory basket. In order to ensure these payments are applied to the parishioner's Catholic Appeal Pledge and to ensure they receives the proper acknowledgement and tax letter, please send the check directly to the Catholic Appeal office using the envelopes provided. If the parish chooses to send a parish check, please include the donor's name and address so that their payment can be applied correctly. This will prevent parishioners from receiving a "reminder" notice for a balance already paid.

Instructions for Processing Donations:

1. DO NOT OPEN DONATION ENVELOPES

- For donor security, we ask that you DO NOT open envelopes.***
- Write or stamp your three-digit parish number on all envelopes to ensure parish credit.
- Bundle all in-pew envelopes. Place envelopes inside the (clear) bank bag and write your three-digit parish number on it.
- Place bank bag inside FEDEX envelope, attach label, and drop in the closest FEDEX bin.

2. If parishioners give loose coins or bills (not in an envelope)

- Tally all loose coins/bills and deposit into your parish account
- Write a check from your parish account made payable to "The Catholic Appeal" for the corresponding amount
- Mail using bank bag and FEDEX envelope

3. For checks received WITHOUT an envelope

- IF THE CHECK IS MADE PAYABLE TO THE PARISH:** Endorse the check over to the Catholic Appeal by writing "pay to the order of the Catholic Appeal" on the back of the check, followed by a signature from an authorized signatory of the parish. Bundle checks, place in (clear) bank bag with three-digit parish number written on it and place bag inside the FEDEX envelope. Attach the label and drop in the closest FEDEX bin.
- IF CHECKS ARE MADE PAYABLE TO THE CATHOLIC APPEAL:** Bundle these checks together, place in (clear) bank bag and write three-digit parish number on it. Place bank bag inside the FEDEX envelope, attach label, and drop in the closest FEDEX bin.


- 4. Ship Package: Please only use the FEDEX labels receive this year. All prior years should be discarded.**
- a.** Retain a copy of the FEDEX air bill for tracking purposes
 - b.** To find the location of the nearest FEDEX bin go to **FEDEX.com**
 - c.** For security reasons, the Catholic Appeal FEDEX account number is no longer printed on the mailing labels. **Pick-ups are not available.**

FedEx Packages should be addressed to the Catholic Appeal's secure lockbox agent at:

**Datamatix, Inc.
480 Neponset Street, Bldg. 16
Canton, MA 02021**

**For single pledges or donations that require special handling
please contact email: Catholic_appeal@rcab.org**

**** Please do not mail or drop off your Commitment Weekend in-pews to 66 Brooks Drive.
It will only delay processing. All in-pews must be sent to the lockbox address for deposit and
processing.**



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Gift Processing Updates and FAQ

Donors often call the parish with questions about their Catholic Appeal donations. Below are some frequently asked questions to assist you, or you can always contact the gift processing team at 617-779-3700.

<i>Parishioner Question</i>	<i>Response</i>
Parishioner is receiving duplicate, inaccurate, or unwanted mailings	Please email or call us with the details so that we can update our records: catholic_appeal@rcab.org or 617-779-3706
Parishioner's check to the Catholic Appeal has not cleared OR parishioner made a donation and it is not listed on your donor report	Contact our office to ensure we are not behind with our gift processing at 617-779-3700 OR catholic_appeal@rcab.org **PLEASE NOTE: at the launch of the Appeal it is not uncommon to have a three-week processing delay due to large volume.
Parishioner needs to change their credit card information	Please advise parishioners to use proper security when updating their credit card. Card information should never be sent via fax, email, or left in a voice message. Contact the Catholic Appeal office at 617-779-3700 and we can make the necessary changes.
Parishioner made an electronic gift on the parish website meant for the Catholic Appeal	Transfer the money into the Parish account and send a check, made payable to "The Catholic Appeal." Please include parishioner's name and address for proper processing and acknowledgement.
Donor is looking for his or her tax letter	Tax letters are mailed the 2 rd week in January to donors who gave \$250 or more January 1 to December 31. If a donor did not receive their letter or made a donation of under \$250, a tax letter can be generated. Please call: 617-779-3700
Parishioner would like to donate stock or make a gift of appreciated securities	Ask the parishioner to contact his/her broker for the transfer. Instructions and required documents are available on our website: bostoncatholicappeal.org/waystogive
Parishioner would like to make a donation to the Catholic Appeal using his/her donor-advised fund (i.e. Fidelity Charitable Gift Fund)	Please identify the Catholic Appeal using: Roman Catholic Archbishop of Boston tax ID 04-2106175.