

PRESBYTERY TREASURY SERVICE
THE JOHN KNOX PRESBYTERY
P. O. Box 350
Richland Center, Wisconsin 53581-0350
1-800-424-7935

REMITTANCE FORM

1. CHURCH: _____ PIN NUMBER _____

TREASURER: _____

2. A. PER CAPITA (Ecclesiastical apportionment) \$ _____

B. SHARED MISSION SUPPORT (Total amount remitted) \$ _____
Indicate how your church wishes these funds to be distributed.

- _____ 1. Presbytery Recommended Formula
- _____ 2. Session Formula (specify either percentage or dollar amount)
Presbytery _____
Synod _____
General Assembly _____
- _____ 3. Undesignated

C. DIRECTED MISSION SUPPORT
Specify Presbytery, Synod or General Assembly Approved Projects Only.
Please give project number for General Assembly projects.

Name of project _____	\$ _____
Name of project _____	\$ _____
Name of project _____	\$ _____
Name of project _____	\$ _____

D. SPECIAL OFFERINGS

08 One Great Hour of Sharing	(08)	\$ _____
09 Disaster Relief (specify) _____	(09)	\$ _____
10 Christmas Joy	(10)	\$ _____
12 Peacemaking	(12)	\$ _____
16 Theological Education Fund	(16)	\$ _____
21 Pentecost Offering	(21)	\$ _____
Other (specify) _____		\$ _____

3. TOTAL AMOUNT DIRECT DEPOSITED \$ _____

_____ TREASURER'S SIGNATURE	_____ TELEPHONE NUMBER	_____ DATE MAILED
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Please send me additional: forms and envelopes _____ deposit book _____

PRESBYTERY TREASURY SERVICE

REMITTANCE INSTRUCTIONS

The following instructions will enable accurate remittance and disbursement of funds.

1. Complete the top portion of the remittance form.
2. Indicate how you want your funds disbursed.
 - A. Per Capita: Enter the amount being paid toward your per capita apportionment. Per capita apportionments may be paid in one lump sum on or before January 31; or in quarterly installments due January 31, April 30, July 31, and October 31.
 - B. Shared Mission Support: This section pertains to mission commitments as approved by the session/congregation. The moderator or clerk of session will have filed a Mission Pledge Form with the Presbytery indicating the congregation's commitment. If you use the Presbytery recommended percentage distribution, enter the amount and check "1. Presbytery Recommended Formula" and it will automatically be distributed by those percentages. If an alternative distribution has been approved, enter separate amounts or percentages on the appropriate lines under "2. Session Formula". If you choose not to specify how the funds will be distributed, enter the amount on line "3. Undesignated". If we do not have a Mission Pledge Form on file or you do not indicate your choice of distribution method, we will assume the funds are undesignated.
 - C. Directed Mission Support: Enter the amount being remitted for designated or specific projects as approved by the session/congregation, including information necessary to ensure proper disbursement. For General Assembly projects please give the Project Number.
 - D. Special Offerings: Enter the amounts on the appropriate lines for specific offerings. If you use the Other category, please specify the name of the offering.
3. Complete the bottom portion of the form. Make checks payable to **PRESBYTERY TREASURY SERVICE**.
4. Fill out a deposit slip (see sample in deposit book). Mail original deposit ticket along with your check to the Richland County Bank in the white self-addressed envelopes provided.
5. Attach one copy of the deposit slip to remittance form and mail to the Presbytery Office in the blue self-addressed envelopes provided.
6. We advise you to keep a copy of the completed remittance form and a copy of the deposit slip for your records.

You will receive a receipt for your remittance by the 15th of the month following the month your deposit was submitted. For example: If you mailed your remittance on January 4th, you should receive a receipt by February 15th.

If you have any questions, please feel free to contact the Presbytery Office at 1-800-424-7935.