

INSTRUCTIONS FOR USE OF THIS FORM

This PAYMENT ONLY REPORT is used for all payments made on previous pledges to. This form along with a parish check, should be sent immediately to: The Catholic Foundation of Central Florida, Inc., P.O. Box 4905, Orlando, FL 32802-4905.

IMPORTANT: THIS FORM IS ONLY FOR PAYMENTS MADE ON PREVIOUS PLEDGES. IT IS NOT TO BE USED AS A TRANSMITTAL ON NEW PLEDGES.

- 1) Fill in the parish name, address, parish number, and date report is submitted. It is also important we know the name and phone number of person submitting the report in case of questions.
- 2) Please deposit all payments received into the parish bank account, and issue one parish check for the total amount.(You may prefer to send the individuals' personal checks, if only a few.)
- 3) List the individual's Diocesan account number from the parish census software (ID 2 in PDS), date payment was received by parish, contributor's name, address and amount paid. Do this for each individual included in parish check.
- 4) Enter total amount of payment on the bottom line (right) and be sure this matches the parish check amount, or that individual checks are enclosed totaling that amount.
- 5) Keep the yellow copy for the parish records and send the white copy with the parish check to The Catholic Foundation of Central Florida, Inc.
- 6) May we suggest this form be made available to those counting the Sunday Offertory collections, so that any Appeal payments can be reported immediately.

MANY THANKS FOR YOUR HELP IN MAKING THE APPEAL A SUCCESS