



United Women in Faith

UNITED WOMEN IN FAITH

REMITTANCE INSTRUCTIONS

Thank you for giving

Has your district or conference customized United Women in Faith forms for your area? If so, use them. Otherwise, customize your own. Copy forms from the United Women in Faith Handbook or download at: [umwmissionresources.org](http://umwmissionresources.org). Prefill as much information as you can and copy for use.

Submit a Remittance Form every time you send a check for Mission Giving or Supplementary Gifts. The Internal Revenue Service is very interested in whether charitable donations are used as donors intend. Keep copies of all forms you submit because they show how the money is to be used.

WHERE TO SUBMIT

Local Treasurer: Submit to district treasurer with check to your district United Women in Faith.

District Treas.: \_\_\_\_\_
Address: \_\_\_\_\_
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
Fax: \_\_\_\_\_

District Treasurer: Submit to conference treasurer with check to your conference United Women in Faith.

Conf. Treas.: \_\_\_\_\_
Address: \_\_\_\_\_
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
Fax: \_\_\_\_\_

Conference Treasurer: Submit to national office with check to United Women in Faith.

Mail to: United Women in Faith National Office, Gift Processing PO
Box 29925
New York, NY 10087-9925
Contact: Geraldine Garbutt, Gift Processing Phone: (212) 870-3742
Email: ggarbutt@uwfaith.org Fax: (212) 870-3736

ABOUT THE REMITTANCE FORM

The Remittance Form has two main sections: Mission Giving and Supplementary Gifts.

MISSION GIVING is our top financial priority. Mission Giving funds the budget that provides basic support for United Women in Faith programs locally and around the world. The five Mission Giving channels are Pledge to Mission, Special Mission Recognition (SMR), Gift to Mission (GTM), Gift in Memory (GIM) and World Thank Offering. All five count for your annual Mission Pledge goal.

SUPPLEMENTARY GIFTS are unbudgeted extra gifts for specific projects. This includes Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly Offering and Bequests. List United Women in Faith National and International Mission projects and other designated gifts as needed.

Table with 2 columns: FORMS and list of forms (Form 1 - Remittance Instructions, Form 2 - Remittance Form, Form 3 - Combined Attachments, Form 4 - SMR Order Form, Form 5 - SMR Conference Summary, Form 6 - Card Order Form, Form 7 - Supplementary Gifts Detail Form)