



Diocese of Lansing
**GIFT PROCESSING
PROCEDURES**

DSA GIFT PROCESSING FORMS

- Pledge Forms
- Transmittal Cards
- Payments on Previous Pledges Form
- Transmittal Summary

CASH OR CHECK PLEDGE FORM*

* CREDIT CARD/EFT GIFTS, USE OTHER SIDE OF FORM.

Parish Use Only
Donor Identification Label

____ Name _____
Mr/Mrs/Ms First Name Spouse Name Last Name

____ Address _____

____ City _____ State _____ Zip _____

____ Phone _____ ☐ Mobile ☐ Home ☐ Work

____ Email _____ Spouse Email _____

____ Parish Name _____ Parish City _____

 ☐ Cash Gift

 ☐ Check (Payable to: Your Parish Name/DSA)

Total Pledge Amount \$ _____

 Amount Paid Now \$ _____ 

Total Pledge Balance \$ _____

I wish to make my pledge payments in the months checked
below, please send me pledge reminders.

☐ May ☐ June ☐ July ☐ August ☐ September ☐ October
☐ November ☐ December ☐ January 2023

CASH OR CHECK PLEDGE FORM*

* CREDIT CARD/EFT GIFTS, USE OTHER SIDE OF FORM.

____ Name _____
Mr/Mrs/Ms First Name Spouse Name Last Name

Address

City State Zip

Phone ☐ Mobile ☐ Home ☐ Work

Email Spouse Email

Parish Name Parish City

Parish Use Only
Donor Identification Label

☐ Cash Gift

☐ Check (Payable to: Your Parish Name/DSA)

Total Pledge Amount \$ _____

Amount Paid Now \$ _____

 Total Pledge Balance \$ _____ 

I wish to make my pledge payments in the months checked
below, please send me pledge reminders.

☐ May ☐ June ☐ July ☐ August ☐ September ☐ October
☐ November ☐ December ☐ January 2023

CASH OR CHECK PLEDGE FORM*

* CREDIT CARD/EFT GIFTS, USE OTHER SIDE OF FORM.

Name **ANONYMOUS**
Mr/Mrs/Ms First Name Spouse Name Last Name

Address

City State Zip

Phone ☐ Mobile ☐ Home ☐ Work

Email Spouse Email

Parish Name Parish City

Parish Use Only
Donor Identification Label

☒ Cash Gift

☐ Check (Payable to: Your Parish Name/DSA)

Total Pledge Amount \$ _____

Amount Paid Now \$ _____

Total Pledge Balance \$ **-0-**

I wish to make my pledge payments in the months checked
below, please send me pledge reminders.

☐ May ☐ June ☐ July ☐ August ☐ September ☐ October
☐ November ☐ December ☐ January 2023

CREDIT CARD/EFT PLEDGE FORM

Name			
Mr/Mrs/Ms	First Name	Spouse Name	Last Name
Address			
City		State	Zip
Phone	☐ Mobile	☐ Home	☐ Work
Email		Spouse Email	
Parish Name		Parish City	

Parish Use Only
Donor Identification Label

Total Pledge Amount \$
Amount Paid Now \$ (Cash or Check only)
Total Pledge Balance \$

- 1. Please complete this pledge card to assure your gift is added to your parish pledge total.
- 2. Make your safe, easy and secure gift online at:
dioceseoflansing.org/appeal

CREDIT CARD/EFT PLEDGE FORM

_____ Name			
Mr/Mrs/Ms	First Name	Spouse Name	Last Name
_____ Address			
_____ City State Zip			
_____ Phone ☐ Mobile ☐ Home ☐ Work			
_____ Email Spouse Email			
_____ Parish Name Parish City			

Parish Use Only
Donor Identification Label

Total Pledge Amount \$ _____

Amount Paid Now \$ _____ **(Cash or Check only)**

Total Pledge Balance \$ _____

1. Please complete this pledge card to assure your gift is added to your parish pledge total.

2. Make your safe, easy and secure gift online at:
dioceseoflansing.org/appeal

Mr. and Mrs. James Doe

~~1234 Main Street~~ 4567 Gibson Drive

Lansing, MI ~~48933~~ 48934

SORTING THE BATCH

Sort all gift/pledge forms into the following categories:

- Gifts Paid in Full – Cash or Check
- Pledges – Cash or Check WITH DOWN PAYMENT
- Pledges – Cash or Check WITH NO DOWN PAYMENT

- Pledges – Credit Card or EFT WITH NO DOWN PAYMENT
- Pledges – Credit Card or EFT
WITH DOWN PAYMENT BY CASH OR CHECK ONLY

- Payments on Previous Pledges – Cash or Check Only

Not every batch will have gifts in each category.



PARISH TRANSMITTAL CARD

GIFTS PAID IN FULL - CASH OR CHECK

Diocesan Use Only	
BATCH #	_____
TOTAL # OF GIFTS	_____



PARISH TRANSMITTAL CARD

**PLEDGES - CASH OR CHECK
WITH DOWN PAYMENT**

Diocesan Use Only	
BATCH #	_____
TOTAL # OF GIFTS	_____



PARISH TRANSMITTAL CARD

**PLEDGES - CASH OR CHECK
WITH NO DOWN PAYMENT**

Diocesan Use Only	
BATCH #	_____
TOTAL # OF GIFTS	_____



PARISH TRANSMITTAL CARD

**PLEDGES - CREDIT CARD OR EFT
WITH NO DOWN PAYMENT**

Diocesan Use Only	
BATCH #	_____
TOTAL # OF GIFTS	_____



PARISH TRANSMITTAL CARD

**PLEDGES - CREDIT CARD OR EFT
WITH DOWN PAYMENT BY CASH OR CHECK ONLY**

Diocesan Use Only	
BATCH #	_____
TOTAL # OF GIFTS	_____

Parish number: _____ Parish name: _____
Report number: _____ Report date: _____

[illegible]



TRANSMITTAL SUMMARY

Diocesan Use Only

BATCH # _____
TOTAL # OF GIFTS _____
AMOUNT PLEDGED \$ _____
AMOUNT ENCLOSED \$ _____

DATE _____

PARISH # _____

PARISH NAME _____

PARISH CITY _____

CONTACT PERSON _____

DAYTIME PHONE _____

CASH OR CHECK

CARDS

AMT. PLEDGED

AMT. PAID NOW

GIFTS PAID IN FULL — CASH OR CHECK

✓

\$ ✓

\$ _____

PLEDGES - CASH OR CHECK
WITH DOWN PAYMENT

✓

\$ ✓

\$ _____

PLEDGES - CASH OR CHECK
WITH NO DOWN PAYMENT

✓

\$ ✓

CREDIT CARD OR EFT

PLEDGES - CREDIT CARD OR EFT
WITH NO DOWN PAYMENT

✓

\$ ✓

PLEDGES - CREDIT CARD OR EFT
WITH DOWN PAYMENT BY CASH OR CHECK ONLY

✓

\$ ✓

\$ _____

PAYMENTS ON PREVIOUS PLEDGES

CASH OR CHECK ONLY



\$ _____

TOTAL AMOUNT PLEDGED

\$ _____

TOTAL AMOUNT PAID NOW

\$ _____

TOTAL AMOUNT ENCLOSED \$ _____ Parish Check # _____

The total amount paid now and the total amount enclosed must be the same.

- Total Number of Gifts for Other Parishes # _____ Total Amount Paid \$ _____
- Please do not add gifts for other parishes & cash paid for other parishes in with your above totals
- Enter these items — only on the two blank lines in this box.



TRANSMITTAL SUMMARY

Diocesan Use Only

BATCH # _____
TOTAL # OF GIFTS _____
AMOUNT PLEDGED \$ _____
AMOUNT ENCLOSED \$ _____

DATE _____

PARISH # _____

PARISH NAME _____

PARISH CITY _____

CONTACT PERSON _____

DAYTIME PHONE _____

CASH OR CHECK

GIFTS PAID IN FULL — CASH OR CHECK

CARDS

AMT. PLEDGED

AMT. PAID NOW

\$ _____

\$ _____ ✓

PLEDGES - CASH OR CHECK
WITH DOWN PAYMENT

\$ _____

\$ _____ ✓

PLEDGES - CASH OR CHECK
WITH NO DOWN PAYMENT

\$ _____

CREDIT CARD OR EFT

PLEDGES - CREDIT CARD OR EFT
WITH NO DOWN PAYMENT

\$ _____

PLEDGES - CREDIT CARD OR EFT
WITH DOWN PAYMENT BY CASH OR CHECK ONLY

\$ _____

\$ _____ ✓

PAYMENTS ON PREVIOUS PLEDGES

CASH OR CHECK ONLY

\$ _____ ✓

TOTAL AMOUNT PLEDGED

\$ _____

TOTAL AMOUNT PAID NOW

TOTAL AMOUNT ENCLOSED \$ _____ Parish Check # _____ X

The total amount paid now and the total amount enclosed must be the same.

- Total Number of Gifts for Other Parishes # _____ Total Amount Paid \$ _____
- Please do not add gifts for other parishes & cash paid for other parishes in with your above totals
- Enter these items — only on the two blank lines in this box.

MAILING BATCHES TO THE CATHOLIC FOUNDATION

Please check the following before mailing batches to
The Catholic Foundation:

All gift/pledge forms are sorted into the proper categories and placed
into bundles.

Each bundle has the appropriate **TRANSMITTAL CARD** on top of
bundle.

MAILING BATCHES TO THE CATHOLIC FOUNDATION

Please check the following before mailing batches to
The Catholic Foundation:

KEEP THE TOP SHEET of each **TRANSMITTAL CARD** and
TRANSMITTAL SUMMARY SHEET at the parish.

ATTACH THE BOTTOM SHEET of each **TRANSMITTAL CARD** to the
appropriate bundle of gift/pledge forms.

INCLUDE THE BOTTOM SHEET of the **TRANSMITTAL SUMMARY
SHEET** with your batch.

INCLUDE THE BOTTOM SHEET of the **PAYMENT ON PREVIOUS
PLEDGES FORM**, if you received any - you should keep the top
sheet of the form.

MAILING BATCHES TO THE CATHOLIC FOUNDATION

Please check the following before mailing batches to
The Catholic Foundation:

DO NOT ENCLOSE OR MAIL ANY CASH OR CHECKS FROM YOUR PARISHONERS. Deposit all DSA cash and checks received from your parishioners to a parish account, then make a check payable to The Catholic Foundation in the sum of the amount of DSA gifts deposited.

Your batch should be mailed, along with your parish check made payable to The Catholic Foundation, in the DSA **TRANSMITTAL ENVELOPE**.

Gifts received for other parishes should be sent directly to The Catholic Foundation. These are reported in the highlighted section on the bottom of the Transmittal Summary and are **NOT** included in your parish totals.

WEEKLY DSA REPORTS

Friday Email Update to Parishes:

The Diocese of Lansing will send an email to parishes each Friday reporting parish DSA totals.

In the interest of accuracy, we will publish parish totals **after** batches are received in the mail and reconciled at the diocese.

This process will greatly diminish the chance of reporting inaccurate weekly totals.

IMPORTANT CONTACT INFORMATION

The Catholic Foundation team is here to serve you. We want your parish to be successful in meeting and exceeding your parish goal this year. Please contact one of our team members if you have questions or need assistance with DSA.

If you have questions regarding address changes, whether or not a donor has made a pledge, or for donors needing assistance with Credit Card or EFT gifts, please contact: **Donor Services**

Email: donorservices@dioceseoflansing.org • Telephone: 517.253.8792

All other DSA related questions/issues, please contact: **Matt Hufnagel**

Email: mhufnagel@dioceseoflansing.org • Telephone: 517.253.8748



Thank You!