



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 \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

Please credit my gift to \_\_\_\_\_  
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 monthly in months checked below,  
please send me pledge reminders.

- May     June     July     August     September     October
- November     December     January 2022

## 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 \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

Please credit my gift to \_\_\_\_\_  
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 monthly in months checked below,  
please send me pledge reminders.

May    June    July    August    September    October  
 November    December    January 2022

**CASH OR CHECK PLEDGE FORM\***

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

Parish Use Only  
Donor Identification Label

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

Please credit my gift to \_\_\_\_\_  
Parish Name      Parish City

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 monthly in months checked below,  
please send me pledge reminders.

May    June    July    August    September    October

November    December    January 2022

## CREDIT CARD/EFT PLEDGE FORM

\_\_\_\_\_ Name \_\_\_\_\_  
Mr/Mrs/Ms      First Name      Spouse Name      Last Name

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

Please credit my gift to \_\_\_\_\_  
Parish Name      Parish City

Parish Use Only  
Donor Identification Label

**Total Pledge Amount** \$ \_\_\_\_\_

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

**Total Pledge Balance** \$ \_\_\_\_\_

**I am planning to go online to fulfill my pledge balance via:**

Credit Card     EFT

If you wish to pay by Credit Card or to have funds automatically withdrawn from a bank account (EFT), please complete this pledge card to assure your gift is added to your parish pledge total. We will use your email address to send you a link to our secure giving page where you may complete your gift and select your terms of payment. **The gift page may be accessed by clicking the “Make a Gift” tab at [www.dioceseoflansing.org](http://www.dioceseoflansing.org).**

## CREDIT CARD/EFT PLEDGE FORM

\_\_\_\_\_ Name \_\_\_\_\_  
Mr/Mrs/Ms      First Name      Spouse Name      Last Name

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Preferred Email \_\_\_\_\_

Please credit my gift to \_\_\_\_\_  
Parish Name      Parish City

Parish Use Only  
Donor Identification Label

**Total Pledge Amount** \$ \_\_\_\_\_

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

**Total Pledge Balance** \$ \_\_\_\_\_

**I am planning to go online to fulfill my pledge balance via:**

Credit Card     EFT

If you wish to pay by Credit Card or to have funds automatically withdrawn from a bank account (EFT), please complete this pledge card to assure your gift is added to your parish pledge total. We will use your email address to send you a link to our secure giving page where you may complete your gift and select your terms of payment. **The gift page may be accessed by clicking the “Make a Gift” tab at [www.dioceseoflansing.org](http://www.dioceseoflansing.org).**

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 _____





# TRANSMITTAL SUMMARY

Diocesan Use Only

BATCH # \_\_\_\_\_

TOTAL # OF GIFTS \_\_\_\_\_

AMOUNT PLEDGED \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

DATE \_\_\_\_\_ PARISH # \_\_\_\_\_

PARISH NAME \_\_\_\_\_ PARISH CITY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

	# CARDS	AMT. PLEDGED	AMT. PAID NOW
<b>CASH OR CHECK</b>			
GIFTS PAID IN FULL – CASH OR CHECK	# <input checked="" type="checkbox"/>	\$ <input checked="" type="checkbox"/>	\$ _____
PLEDGES - CASH OR CHECK WITH DOWN PAYMENT	# <input checked="" type="checkbox"/>	\$ <input checked="" type="checkbox"/>	\$ _____
PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT	# <input checked="" type="checkbox"/>	\$ <input checked="" type="checkbox"/>	\$ _____
<b>CREDIT CARD OR EFT</b>			
PLEDGES - CREDIT CARD OR EFT WITH NO DOWN PAYMENT	# <input checked="" type="checkbox"/>	\$ <input checked="" type="checkbox"/>	\$ _____
PLEDGES - CREDIT CARD OR EFT WITH DOWN PAYMENT BY CASH OR CHECK ONLY	# <input checked="" type="checkbox"/>	\$ <input checked="" type="checkbox"/>	\$ _____
<b>PAYMENTS ON PREVIOUS PLEDGES</b>			
CASH OR CHECK ONLY	↓	↓	\$ _____
<b>TOTAL AMOUNT PLEDGED</b> # _____ \$ _____			

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 \_\_\_\_\_

	# CARDS	AMT. PLEDGED	AMT. PAID NOW
<b>CASH OR CHECK</b>			
GIFTS PAID IN FULL – CASH OR CHECK	# _____	\$ _____	\$ _____ ✓
PLEDGES - CASH OR CHECK WITH DOWN PAYMENT	# _____	\$ _____	\$ _____ ✓
PLEDGES - CASH OR CHECK WITH NO DOWN PAYMENT	# _____	\$ _____	
<b>CREDIT CARD OR EFT</b>			
PLEDGES - CREDIT CARD OR EFT WITH NO DOWN PAYMENT	# _____	\$ _____	
PLEDGES - CREDIT CARD OR EFT WITH DOWN PAYMENT BY CASH OR CHECK ONLY	# _____	\$ _____	\$ _____ ✓
<b>PAYMENTS ON PREVIOUS PLEDGES</b>			
CASH OR CHECK ONLY			\$ _____ ✓
<b>TOTAL AMOUNT PLEDGED</b>			
	# _____	\$ _____	
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.

# 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](mailto:donorservices@dioceseoflansing.org) • Telephone: 517.253.8792

All other DSA related questions/issues, please contact:

**Matt Hufnagel**, *Vice President of Development*

Email: [mhufnagel@dioceseoflansing.org](mailto:mhufnagel@dioceseoflansing.org) • Telephone: 517.253.8748



*Thank You!*