

## Instructions for Gift Processing

- JPMorgan Chase Bank will process Catholic Stewardship Appeal contributions. Should you receive any Catholic Stewardship Appeal contributions at the parish in an archdiocesan return envelope, please do not open the envelope. They should be sent in care of our bank address, which is as follows:

Archdiocese of Milwaukee  
P.O. Box 679671  
Milwaukee, WI 53267-9671

To save postage, you may send them in one larger envelope.

- Should you receive any Catholic Stewardship Appeal contributions at the parish with pledge cards but not in an archdiocesan return envelope, they can be sent to the bank.
- If you receive checks without pledge cards, please fill out one of the blank pledge cards with the donor's name, account number (if known) and amount of gift; send to the bank address.
- If you receive cash without pledge cards, please make out a parish check to cover the amount. Please do not send cash through the mail. If you know the name of the donor of the cash gift, please fill out one of the blank pledge cards with the donor's name and amount of gift; send to the bank address.
- If you receive an anonymous gift, fill out a blank pledge card with your parish code, parish name and city, amount of gift and write "anonymous" on the card. Your parish name and city on the pledge card will ensure proper credit to your parish for the gift. This gift should also be sent to the bank.
- If you have any questions about gift processing, please call us at 414-769-3321.

### **Bank Card & Electronic Fund Transfer Information**

Contributions can be made using Visa, MasterCard, Discover and American Express bank cards. Information for using bank cards is printed on the pledge card.

Individuals wishing to make a contribution to the Appeal can refer to the pledge card for more specific information about payment options. For convenience, donors can choose to make a one-time gift or break their contribution into several installments. Installments can be paid by responding to mailed pledge reminders, or automated by selecting either the electronic fund transfer or the credit card payment option on the pledge card.