

Final Remittance Reminder

The FINAL Receipts reporting cut-off for Fiscal Year Ending January 31, 2018 is Wednesday, February 14, 2018.

Please note on your Remittance Advice form “*FINAL 2017 REMITTANCE*” when you submit your final remittance for 2017.

All contributions received after that date will be reported as fiscal year ending 2018 receipts.

When sending funds to the English District, please use one of the following methods:

1. Send your check with a remittance blank form (available on the District website at <http://www.englishdistrict.org/resources/forms/remittance-blank-congregations>). Please be sure to complete the information in the top section of the form (congregation name, address, city and state, treasurer’s name, phone number and email address). *(If any of this information is “NEW” please note this so we can update our database.)*
2. You can request a personalized electronic (PDF format) form from our office via email. It will be sent to you with your congregation information already filled in. You can use this electronic form each month and email it to my attention (snaglich@englishdistrict.org). Then send the check by itself and our staff will match the check with your emailed remittance advice. This method works well if you are using your bank’s bill pay service or transferring funds directly through the LCEF StewardAccount®.

It is very helpful and important that you provide the information needed to correctly apply each remittance.

As always, feel free to contact Sally Naglich with any questions.