



CSA Transmittal Form



Parish ID #: _____ Parish Name: _____

Parish City: _____ Parish Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Tracking #: _____ Date Sent: _____

of Pledge Envelopes = _____ # of Loose Checks = _____ Anonymous Cash Envelope = _____
1 envelope for all loose cash and change.

Total # of Envelopes = _____ Sent By: _____

SHIPPING INSTRUCTIONS

Do not open the pledge envelopes.

Send your first two large batches in the return mailer to the processing center. The remaining smaller batches should be returned to the Stewardship and Development Office.

1. Count all sealed pledge envelopes and place them in the Return Mailer.
2. Count all loose checks and place them in the Return Mailer.
3. Collect all loose cash and change and put it into one pledge envelope. Write "Anonymous," your parish name, and parish ID number on the pledge envelope and place it in the Return Mailer. **This counts as one (1) pledge envelope in your envelope total.**
4. **Total the number of pledge envelopes, the number of loose checks, and the anonymous cash envelope, and write this number on the line "Total # of Envelopes."**
5. Mail first two batches to the processing center. Send remaining batches to the Stewardship and Development Office.
6. Include this completed form in the Return Mailer and mail via Federal Express, USPS or UPS to:

Letter Concepts, Inc.
 ATTN: Diocese of Austin CSA Processing
 33 Massirio Drive
 Berlin, CT 06037-2322

7. Keep one copy of this form for your records and return one copy to the Diocese:

By E-mail: lauryn-filip@austindiocese.org
By Mail: 6225 E US 290 HWY SVRD EB, Austin, TX 78723

For more Return Mailers, contact Lauryn Filip at (512) 949-2440 or lauryn-filip@austindiocese.org.