

**2020-2021 Together As One
Parish Transmittal Form**

Report Number: _____
(for parish use only)

Date: _____

Parish Name: _____

Parish Location: _____

Total Pledges Enclosed: \$ _____

Total Payments Enclosed: \$ _____

Submitted by: _____

Title: _____

Phone Number: _____

E-mail Address: _____

Best Time to Call: _____

Please review the following items so we can more efficiently process your TAO batch:

_____ **Please verify that a pledge card is submitted for each payment**

_____ **Please indicate the check number on the pledge card**

_____ Please paper clip the donor's pledge card and gift together

_____ Do not staple pledge cards and checks

_____ Kindly enclose a calculator tape or excel spreadsheet of the pledges and the payments

_____ Please retain a photocopy of this transmittal form for your records

- * Please remit TAO batches weekly during the fall and frequently thereafter
- * We encourage you to maintain local records to track TAO receipts
- * Do not send tax acknowledgements for TAO contributions. (The Diocese will acknowledge TAO gifts)
- * Please notify Lexa at 712-233-7524 or lexah@scdiocese.org of parishioner changes
For example: moves, marriages, deaths, divorce and new registrations
- * TAO parish reports listing all pledges and payments are available upon request
Note: Every parish will receive a report via email in early December
- * Pledge reminders will be sent to the donors in December, February and April

Please forward this form along with the pledge cards and gifts to the Finance Office.

Please make extra copies of this form as needed.

Forward to:

**Diocese of Sioux City
Attn: Finance Office
1821 Jackson Street PO Box 3379
Sioux City, IA 51102**

We wish you continued success on your TAO fundraising!

Have questions or need assistance? Marilyn Wellman 712-233-7518 or marilynw@scdiocese.org

for Diocesan use only:
Date Batch Received: _____

For more information visit <http://scdiocese.org/together-as-one>