



**Payment and Pledge Increase Report Form**  
**Bishop's Annual Appeal**  
**Catholic Diocese of Columbus**

**Form 11**

**Parish:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Parish No.:** \_\_\_\_\_

**Instructions:** Use this form ONLY when recording a Pledge Increase and/or Payment to an EXISTING Pledge. See the BAA Instruction and Report Procedures Manual for more detailed instructions.

Parishioner Family ID#	Parishioner's Name (LN, FN)	Payment Amount on an Existing Pledge is:	Pledge Increase Information		
			Current Pledge Amount is:	Pledge Increase Amount	New Pledge Amount (w/Increase):

<b>TOTAL:</b> INCLUDE THIS AMOUNT ON LINE 10 OF THE REPORT FORM 10 (F10)	<b>\$</b>
<b>TOTAL:</b> INCLUDE THIS AMOUNT ON LINE 5 OF THE REPORT FORM 10 (F10)	<b>\$</b>

*Please return white and yellow copies of this form. Retain the pink copy for parish records.  
 If you have any questions, please call 614.241.2550, or toll-free 877.241.2550*

## **The Parish Report Form 11 (F11):**

The Parish Report Form 11 (F11) should only be used when recording a Pledge Increase and/or Payment to an EXISTING Pledge. Please note that an Existing Pledge is a pledge that the Parish Reporter has already submitted to the diocese with a previous Parish Report or is listed on a diocesan Miscellaneous Gift Report. A new pledge envelope is not needed and should not be included.

**COLUMN #1**      **Enter the Family Identification number (Family ID#).** The Family ID# can be found on a number of reports. For those families registered to the parish as of February of the current BAA Year, the Family ID# can be found on the *Parish Alpha Listing* and the *Pledge/Payment Record Form 3* spreadsheet included with your BAA materials. Please call your Parish Support Coordinator (PSC) if you have any questions regarding the Family ID#.

**COLUMN #2**      **Enter the Parishioner's name, last name first.**

**COLUMN #3**      **Enter the received Payment Amount.** This should be the amount of cash you have received as payment on an existing pledge or with an existing Pledge Increase.

**The Sum Total of Column #3 should be entered on *Line 11* of the Parish Report Form 10 and included in the Parish Check Dollar Amount sent with the Parish Report to the Diocese.**

**COLUMN #4**      **Enter the dollar amount of the Current Pledge (CP) without the increase.**

**COLUMN #5**      **Enter the dollar amount of the requested Increase (I).**

**The Sum Total of Column #5 should be entered on *Line 5* of the Parish Report Form 10.**

**COLUMN #6**      **Enter the Total Dollar Amount of the Pledge Increase (CP + I).**

**Very Important** - *Remember electronic payment request (Visa, MasterCard, Discover, American Express, or Checking Accounts) should never be included on the Form 11. If a parishioner would like to change to an electronic payment method, they will need to use the BAA Online Giving Tool which can be found at the link below or contact the Parish PSC in the Office of Development and Planning (see page 3 of the BAA Instruction and Reporting Procedures Manual)*

*columbuscatholicgiving.org*