

Helpful guidelines for envelope users.

1. Dear friends, our first envelope in the box entitled "Initial Offering" helps us pay off the expense of our printed envelope boxes. When all is said and done, the boxed sets ends up costing quite a bit and our initial donation goes towards that. It also helps our envelope users identify themselves by name and address. We kindly ask that this happens for the first few weeks of using envelopes just so that we can make sure that you are entered properly in our system with your (new) envelope number.
2. When identifying yourself or your family, please give complete details of name/s and address for official tax receipt e.g. "The Adams family" is not acceptable to Revenue Canada. It must be the name you wish to see on the tax receipt at the end of the fiscal year.
3. Please discard all envelopes from previous years as you may be registered with another number for another year and your previous number would have been assigned to someone else.
4. Please do not use envelopes from another parish, as they are not interchangeable. Use only envelopes for Blessed Frederic Ozanam Parish.
5. PAG donors, thank you for your commitment. Please take a box of envelopes and circle the PAG box. Note that special collections are not a part of the PAG system but separate. Those wishing to become PAG users, kindly download the form on this web site, fill it out and return to the parish office together with a blank cheque.
6. If for some reason, you are using an ordinary envelope for your donation, kindly put your number and name and address on it for verification. Also no need to staple or use tape across the envelope to secure it.
7. Would you kindly take the time to register you and your family at the parish as we are trying to update and clean our database. Please include your email along with other information that is being asked of you. Thank you.