

ACA Pledge Processing—At-A-Glance Sheet

Please open each envelope and take out contents. DO NOT FORWARD ENVELOPES OR CASH. Divide each pledge form and/or payment into one of four categories:

1. Pledges Paid in Full - pledges that are paid in full at the time the pledge is made should look similar to the example below:

Please Print <i>Use Letra Molde</i>		Total Pledge for 20__ (year)	
Name <i>Nombre</i> Joe and Betty Ortiz		1 0 0 0 .0 0	
Address <i>Direccion</i> 4000 St. Joseph's Pl NW		Today's Contribution <i>Contribucion de Hoy</i>	
City <i>Ciudad</i> Albuquerque State <i>Estado</i> NM Zip <i>Codigo Postal</i> 87120		1 0 0 0 .0 0	
E-Mail Ortiz1234@abc.com		Balance to be paid by 12/31 <i>Balance a ser contribuido para 12/31</i>	
Telephone <i>Telefono</i> (505) 555-1234		. 0	
Parish <i>Parroquia</i> St. Joseph on the Rio Grande		<small>If not paid in full, pledge reminders will be sent as follows:</small> • Monthly reminders (\$250 pledge or more) • Semi-Annual reminders (\$49-\$25 pledge) • Quarterly reminders (\$250-\$500 pledge) • One reminder (\$24 or less) • I do not want any reminders _____ Other	
Donor's Signature <i>Firma</i> Joe Ortiz February 16, 2015 Date <i>Fecha</i>		<small>Payment Options: (Please do not mail cash)</small> Check: Please make check payable to Annual Catholic Appeal Credit Card On-line: Make your pledge and payment on-line at www.archdiocf.org	
Ortiz, Joe and Betty, 4000 St. Joseph's Pl NW		2 3 4 8 5 6	

1. Verify the information on the form is complete with full name, address, and name of the parish.
2. Confirm the amount on the form matches the written amount on the check (*made payable to ACA or parish*) or cash enclosed; separate the checks from cash. If there is cash, make a note next to the donor's name "**CASH**" on the pledge form; deposit cash into a designated parish account and have a parish check issued for the total amount of all CASH "Pledges Paid in Full".
3. Locate the ACA label and adhere it to the bottom right of the form, making sure it does not hang off the edge. If you do not have an ACA label, write in the donor's 6-digit **Family DUID#** in the gray boxes using blue or black ink.
4. Check must be behind the respective pledge form(s), no staples, paper clips or tape.

2. Pledges with Partial Payment - pledges that include a first payment; a payment that is made at the time of the pledge with a remaining balance, should look similar to the example below:

Please Print <i>Use Letra Molde</i>		Total Pledge for 20__ (year)	
Name <i>Nombre</i> Joe and Betty Ortiz		1 0 0 0 .0 0	
Address <i>Direccion</i> 4000 St. Joseph's Pl NW		Today's Contribution <i>Contribucion de Hoy</i>	
City <i>Ciudad</i> Albuquerque State <i>Estado</i> NM Zip <i>Codigo Postal</i> 87120		3 0 0 .0 0	
E-Mail Ortiz1234@abc.com		Balance to be paid by 12/31 <i>Balance a ser contribuido para 12/31</i>	
Telephone <i>Telefono</i> (505) 555-1234		7 0 0 .0 0	
Parish <i>Parroquia</i> St. Joseph on the Rio Grande		<small>If not paid in full, pledge reminders will be sent as follows:</small> • Monthly reminders (\$250 pledge or more) • Semi-Annual reminders (\$49-\$25 pledge) • Quarterly reminders (\$250-\$500 pledge) • One reminder (\$24 or less) • I do not want any reminders _____ Other	
Donor's Signature <i>Firma</i> Joe Ortiz February 16, 2015 Date <i>Fecha</i>		<small>Payment Options: (Please do not mail cash)</small> Check: Please make check payable to Annual Catholic Appeal Credit Card On-line: Make your pledge and payment on-line at www.archdiocf.org	
Ortiz, Joe and Betty, 4000 St. Joseph's Pl NW		2 3 4 8 5 6	

- Same steps 1–4 as above
5. Keep a separate stack and issue a separate parish check for all CASH "Pledges with Partial" payments.

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3. Pledges Only - pledges that are made without a payment should look similar to the example below:

<p><small>Please Print Use Letra Moida</small> Name <u>Joe and Betty Ortiz</u> <small>First Name Primer Nombre Spouse Esposa/Esposo Last Name Apellido</small></p> <p>Address <u>4000 St. Joseph's Pl NW</u> <small>Direccion</small></p> <p>City <u>Albuquerque</u> State <u>NM</u> Zip <u>87120</u> <small>Ciudad Estado Codigo Postal</small></p> <p>E-Mail <u>Ortiz1234@abc.com</u> <small>Telefono</small> <u>505 555-1234</u></p> <p>Parish <u>St. Joseph on the Rio Grande</u> <small>Parroquia</small></p> <p><u>Joe Ortiz</u> <u>February 16, 2015</u> <small>Donor's Signature Firma Date Fecha</small></p>	<p>Total Pledge for 20__ (year) <u>1 0 0 0 . 0 0</u> <small>PLEASE DO NOT MAIL CASH NO ENVIE DINERO EN EFECTIVO</small></p> <p>Today's Contribution <u>0</u> <small>Contribucion de Hoy</small></p> <p>Balance to be paid by 12/31 <u>1 0 0 0 . 0 0</u> <small>Balance a ser contribuido para 12/31</small></p> <p><small>If not paid in full, pledge reminders will be sent as follows:</small></p> <ul style="list-style-type: none"> • Monthly reminders (\$250 pledge or more) • Quarterly reminders (\$149-\$200 pledge) • I do not want any reminders • Other • Semi-Annual reminders (\$49-\$25 pledge) • One reminder (\$24 or less) <p><small>Payment Options: (Please do not mail cash)</small> Check: Please make check payable to Annual Catholic Appeal Credit Card On-line: Make your pledge and payment on-line at www.archdiocf.org Electronic Debit Transfer: Request ACA authorization form. (505) 831-8155</p>
<p>Ortiz, Joe and Betty, 4000 St. Joseph's Pl NW</p> <p style="font-size: 24px; letter-spacing: 10px;">2 3 4 8 5 6</p>	

1. Verify all the information on the form is complete with full name, address and the name of the parish.
2. Locate the ACA label and adhere it to the bottom right of the form, making sure it does not hang off the edge. If you do not have an ACA label, write in the donor's 6-digit **Family DUID#** in the gray boxes using blue or black ink.
3. Gather the pledge forms into one stack.

4. Payments on Existing Pledge - payments which are being made on a previously submitted pledge. The slip should look similar to the example below:

<p style="text-align: center;"> ACA Payment on Existing Pledge</p> <p>Name <u>Joe and Betty Ortiz</u></p> <p>Address <u>4000 St. Joseph's Pl NW</u></p> <p>City <u>Albuquerque</u> State <u>NM</u> Zip <u>87120</u></p> <p>Parish <u>St. Joseph on the Rio Grande</u> Parish No. <u>333</u></p> <p>Pledge #</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Amount Enclosed</td> <td style="text-align: center;"><u>\$ 1 0 . 0 0</u></td> </tr> <tr> <td>Money Order # or Check #</td> <td style="text-align: center;"><u>1025</u></td> </tr> </table> <p style="text-align: center; font-size: 24px; letter-spacing: 10px;">1 0 7 5 3 2 3</p>	Amount Enclosed	<u>\$ 1 0 . 0 0</u>	Money Order # or Check #	<u>1025</u>
Amount Enclosed	<u>\$ 1 0 . 0 0</u>				
Money Order # or Check #	<u>1025</u>				

1. An "ACA Payment on Existing Pledge" slip must be used for submitting payments on previously submitted pledges.
2. Look for the donor's name on your most current ACA Parish Master Report from ConnectNOW. Confirm the donor's name and address, write in the ACA Donor's 7-digit **Pledge DUID#** (not the Family DUID#), amount enclosed, and check number or money order number. If CASH is received, deposit it into the designated parish account and have a parish check issued for the total amount of all CASH "Payments on Existing Pledges".
3. Check must be behind the respective Payment Slip(s), no staples, paper clips or tape.

Notes:

- **Never combine category totals into one parish check.** CASH payments **must** be a separate parish check for each category (Pledges Paid in Full, Pledges with Partial Payments, or Payments on Existing Pledges).
- Labels are to be placed on the **right-side** of a pledge form.
- **Family DUID#'s** (6 digit) can be found in the Non-Givers section of your ConnectNOW Parish Master Report, or in ParishSOFT's Family Directory.
- **Pledge DUID#'s** (7 digit) can be found in the Givers section of the ConnectNOW Parish Master Report.