



FINANCIAL SERVICES
Memorandum

DATE: January 26, 2017
TO: The Congregational Treasurer
FROM: Oliver Ng, Chief Financial Officer/Treasurer
SUBJECT: Forwarding Money to the National Office

Please send separate remittances for the various organizations at the National Office as described below.

Each payment should include:

- congregational code (e.g. ET123)
- appropriate remittance form
- copy of the invoice if applicable
- payment amount

Remittances to The Presbyterian Church in Canada should be payable to **The Presbyterian Church in Canada** and sent on **separate cheques** for each of the following areas to the attention of the Finance Department:

- Health and Dental payments
- *Presbyterians Sharing*
- Gifts for Presbyterian World Service and Development, International Ministries, Canada Ministries
- Lending Fund payments and any repayment of other loans

The remittance form for Pension and Benefits is a fillable PDF and can be found at <http://presbyterian.ca/pensionandbenefits>. Once the form is filled in, print and send along with your cheque. Remittances to the Pension Board should be payable to **The Pension Board of The Presbyterian Church in Canada** and sent to the attention of the Pension Board. This includes: minister's contribution to the Pension Plan, congregation's contributions to the Pension Plan, Group Life Insurance premiums and Congregational Assessment. (Please note that paper remittance forms for Pension and Benefits are no longer available.)

Remittances to the Women's Missionary Society should be payable to **The Woman's Missionary Society** and sent to the attention of The WMS.

If additional remittance forms or envelopes are needed, we will gladly send them at your request. Please note that all mailings are sent to the congregational address only as reported on the Statistical Report. **We cannot send mailings to the Treasurer's home address.**

I hope that 2017 will be a great year for your congregation and look forward to hearing from you from time to time if we can be of any help. Our toll free number is 1-800-619-7301. Thank you.