



REMITTANCES TO NATIONAL OFFICE

There are now more ways than ever to send your congregation's contributions and payments to the national office. With slow mail delivery and COVID-19 restrictions, more and more congregations are sending funds electronically.

Funds may be sent via **Electronic Fund Transfers** (EFTs) or through **bill payments** (at Scotiabank and RBC). Note: EFTs are different from *Interac e-transfers*, which are sent to an email address or mobile phone number. Unfortunately, the PCC cannot accept Interac e-transfers. EFTs are also different from *wire transfers*, which are most often international and more expensive. Many banks have EFTs to Canadian bank accounts included in their business account plans, but you need to enquire about your account's plan to find out what fees you may have to pay. **Automatic withdrawals** can also be set up.

Whether sending a cheque by mail or funds electronically, be sure to submit the appropriate remittance form so that it can be allocated to your congregation (there are many St. Andrew's) and deposited to the proper accounts. Every year the PCC handles over \$20,000,000 from 800+ congregations, so ensuring the funds go to the right place is a big task!

The Pension Board and PCC have different bank accounts, and gifts and payments are handled differently, so we need separate cheques for gifts and payments of invoices, according to the categories below. However, cheques and remittance forms for all departments may be included in the same envelope and be sent to the attention of Financial Services, ensuring that each cheque has a corresponding remittance form. Automatic withdrawals can now be set up for all payments, using just one form!

All remittance forms can now be found at presbyterian.ca/resources/finance.

Gifts and Payments to the PCC

- A) Gifts for **mission and ministry** (Presbyterians Sharing, Presbyterian World Service & Development (PWS&D), Gifts of Change, Canadian Ministries, International Ministries, Ministries with Indigenous Peoples, History Committee, and other mission and ministries of the PCC); **loan repayments** and **registrations for a PCC event**, can go on one cheque or EFT and use one remittance form. Just ensure that the remittance form clearly indicates how the funds are to be divided.
- B) Payments for **invoices - Health & Dental, resources or other invoices** – should be made on separate cheques or EFTs and sent with a copy of the invoice.

1. **Submit your gift or make your payment**

- **Cheques** should be made payable to The Presbyterian Church in Canada and mailed

with a remittance form or invoice copy to 50 Wynford Dr., Toronto. M3C 1J7

- Send an **Electronic Fund Transfer** (EFT) to The Presbyterian Church in Canada's account and then fill out the online remittance form (see below).
Name of Bank: Scotiabank
Address of Bank: 44 King Street West, Toronto ON M5H 1H1
Bank #: 002
Branch #: 47696
Account #: 01034-11
- **Pay as a bill at ScotiaBank and RBC.** The PCC is set up as a payee at these two institutions, so you can send the funds as you would a bill payment. Then fill out the online remittance form (see below).
- Give permission to set up an **Automatic Withdrawal** to pay from your bank account to the PCC account each month or quarter.

2. Fill out the forms found at presbyterian.ca/finance

- **Cheques:** Fill out the "Remittance Form to Send Cheques (Printable Version) - Presbyterians Sharing, PWS&D, Other Mission, Lending Fund", print and mail it to 50 Wynford Dr with the cheque. For invoice payments (Health & Dental, resources, etc.) include a copy of the invoice and put the invoice number on the cheque.
- **EFTs and Bill Payments:** Fill out "Remittance Form – Online Form for E-Transfers" and press submit to notify us that the funds are coming. This ensures the funds are allocated to the correct congregation and accounts.
- **Automatic Withdrawals:** Fill out the "Remittance Form – Automatic Withdrawals" and send it to the PCC so that they can set up an automatic withdrawal from your congregation's account.

Payments to the Pension and Benefits Board

This includes payments for the minister contributions to the Pension Plan, Group Life Insurance premiums and Congregational Assessment and/or Employee Share.

1. Make your payment

- **Cheques** made payable to The Pension Board of The Presbyterian Church in Canada can be mailed to 50 Wynford Dr. Remittances are required each month. Pension is happy to accept post-dated cheques. Fill out of the remittance form (see below).
- Go to your bank to send an **Electronic Fund Transfer** (EFT) to The Pension Board account at:

Name of Bank: Scotiabank
Address of Bank: 44 King Street West, Toronto ON M5H 1H1
Bank #: 002
Branch #: 80002
Account #: 02258-19

- Give permission to set up an **Automatic Withdrawal** to pay from your bank account to the PCC account each month or quarter.

3. Fill out the forms found at presbyterian.ca/finance

- **Cheques:** Fill out the appropriate remittance form (one for congregational assessment, the other for employer share) and put it with your cheque(s) in the mail.
- **EFTs:** Fill out “Remittance Form – Online Form for E-Transfers” and press submit to notify us that the funds are coming. This ensures the funds are allocated to the correct congregation and accounts.
- **Automatic Withdrawals:** Fill out the “Remittance Form – Automatic Withdrawals” and send it to the PCC so that they can set up an automatic withdrawal from your congregation’s account.

Women’s Missionary Society

Cheques should be made payable to the Women’s Missionary Society and sent to the attention of the WMS at 50 Wynford Dr. M3C 1J7.

FREQUENTLY ASKED QUESTIONS

A) Why do gifts for mission (Presbyterians Sharing/PWS&D and others) health and dental and pension payments need to be submitted with separate cheques and invoices/remittance forms?

The PCC and the Pension and Benefits board have separate bank accounts.

- The pension contributions (member pension contributions, basic group insurance, optional insurance, congregational assessment and employee share) all go to the Pension bank account.
- The health and dental account is under the PCC bank account.
- In the PCC bank account, invoices have taxes associated with them. For this reason, they are handled differently than gifts, event registrations or lending fund repayments and so need to be on separate cheques.

B) *What's the difference between my congregation's Presbyterians Sharing Allocation and the Pension Plan Congregational Assessment?*

Gifts to **Presbyterians Sharing** supports the mission and ministry in Canada and around the world we do together as The Presbyterian Church in Canada. Together, we build strong congregations, serve vulnerable people, walk with Indigenous people, seek justice, support theological education and share God's love around the world. The General Assembly recommends that congregations give 10% or more of their dollar base* each year (recommended allocation). Congregations accept the amount that they realistically think they can contribute in a year (accepted allocation). The gifts are voluntary, but every congregation is expected to participate. Congregations are encouraged to send remittances monthly or quarterly. Presbyterians Sharing Allocations are prepared and distributed early November.

Pension Plan Congregational Assessment: Every congregation is assessed an amount for their contribution to the pension plan, which supports ministers and professional church workers. As employers, congregations are legally required to pay their assessment. The 2021 Congregational Assessment is 5% of a congregation's 2019 dollar base*. The 2022 Congregational Assessment is 4.5% of a congregation's 2020 dollar base*. Payments are due monthly. The Pension Plan Congregational Assessment notice is prepared and distributed each November.

**A congregation's dollar base can be found in the Acts & Proceedings of the previous year.
The dollar base used in 2022 allocations and assessments is calculated from the 2020 statistics and found in the 2021 A&P.*

Need Help?

For assistance with setting up e-transfers, automatic debits or any other questions, please contact Financial Services at 1-800-619-7301 or send an email to ar@presbyterian.ca.

Questions regarding your congregation's Pension Plan Assessment can be directed to pension@presbyterian.ca

Questions regarding the Presbyterians Sharing allocation can be sent to sharing@presbyterian.ca