



New procedures for LWMLC donations

Mites, Honour Gifts, Memorial Gifts, etc.

Background: Previously mite donations were forwarded to the district, a portion was kept in the district for District Mission Grants and a portion was sent to LWMLC Financial Secretary for LWMLC Mission Grants; or mite donations were included in your church offering envelope with the church forwarding to LWMLC Financial Secretary.

Effective April 1, 2022, all donations previously forwarded to the district will be forwarded directly to LWMLC Financial Secretary with a copy of the new Remittance Voucher revised 2022-04-01. Funds donated through your church envelope system will remain the same; your church will issue a donation receipt.

Download a copy of the new remittance voucher from the LWMLC website, lutheranwomen.ca. You may also receive a copy of the remittance voucher by emailing your request to: financialsec@lutheranwomen.ca.

The LWMLC Financial Secretary will receive funds from individuals or societies by cheque, e-transfer or credit card.

Submission Procedures

CHEQUE

Make cheque payable to: LWML Canada Inc.

Mail cheque and copy of completed remittance voucher to:

Penny Bobier, Financial Secretary
7733 Lemoyne Place,
Prince George, BC V2N 3N2

E-TRANSFER

Set up through your online bank account.

Email address: financialsec@lutheranwomen.ca

Answer to question: *LWMLCdonation*

Memo or comment: enter reason for sending (i.e., remittance voucher # - Preferred or Mites for September; in Honour of Jane Smith's 80th birthday; in Memory of Jane Smith, etc.)

Email a copy of the completed remittance voucher to the financial secretary at

financialsec@lutheranwomen.ca.

For more information contact Penny Bobier, Financial Secretary at:

Email financialsec@lutheranwomen.ca Phone: 778-416-1679

CREDIT CARD-

Email financialsec@lutheranwomen.ca a copy of the remittance voucher and noting your intent to pay by Credit Card.

LWMLC Financial Secretary, Penny Bobier, will call you within a week of receiving the remittance voucher to request your credit card details. Please **do not** email credit card details.

Credit Card payments are not recommended due to the cost to LWMLC, however if this is your best alternative we will accept.

Donation receipts will be issued to the individual as named on the remittance voucher where noted and contact information has been provided.

Societies, groups and churches will not receive a donation receipt.