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## **Updated Procedures for LWMLC Donations**

### **to Mites, Honorariums, Memorials, etc.**

**Background:** Previously mite donations were given to your Society, the Society 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 and the Church forwarded to LWMLC Financial Secretary.

**As of 2022-04-01 all donations are to be sent to LWMLC Financial Secretary with a copy of the current Remittance Voucher.**

The current remittance voucher can be found on the LWMLC website [here](#).

You can also receive a copy of the current remittance voucher by emailing your request to: [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca).

LWMLC Financial Secretary can receive funds from Individuals or Societies by Cheque, E-Transfer or Credit Card.

#### 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](mailto:financialsec@lutheranwomen.ca)

No Question or answer is required. E-Transfer is automatically deposited to LWMLC bank account.

Memo or comment: enter reason for sending (i.e. Mites for September; Honorarium for Jane Smith's 80<sup>th</sup> birthday; in Memory of Jane Smith)

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

[financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca).

For more information contact the Financial Secretary at [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca)

#### CREDIT CARD-

Email [financialsec@lutheranwomen.ca](mailto:financialsec@lutheranwomen.ca) with a copy of the completed Remittance voucher noting your intent to pay by Credit Card.

LWMLC Financial Secretary will phone you within 2 weeks of receiving the remittance voucher to request your credit card details. Please **do not** email credit card details.

Donation receipts will be issued to the individual(s) named on the remittance voucher where contact information has been provided by remitter. Churches will not receive a donation receipt for funds forwarded.