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**Transmittal Form**

**(REQUIRED FOR ALL SHIPMENTS)**

Parish Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NOTE: For Parish Number, please see Parish ID Numbers Digital Resource)

Sent By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check here if this is a parish’s second collection for the Archbishop’s Annual Appeal.

**SHIPPING INSTRUCTIONS**

****Do not separate the checks from the pledge forms and envelopes.

**** Do not staple the checks to pledge forms or envelopes.

\*For the security of our donors’ gifts and personal information, we require that you ship your packages via a courier that can track packages: UPS, FedEx, etc.

**SHIP TO:**

**Archbishop’s Annual Appeal**

**2401 Lake Park Dr., SE**

**Smyrna, GA 30080**

If you need assistance, please contact:

Tracy Zelczak

404-920-7606 | tzelczak@archatl.com