**Gift Processing Procedures**

**Instructions for Preparing In-Pew Envelopes**

Note: *The**Gift processing department will no longer process In-Pew mail at the chancery.* ***All donations and pledge cards are processed securely by Moore RMG.*** *For the most secure, accurate, and timely processing please follow the instructions below.*

*All parishes/missions must mail Annual Appeal In-Pew and collected envelopes to Moore for processing. Your In-Pew Reply devices have a unique scanline for your parish that includes your parish ID for accurate credit.*

**Transmitting Envelopes to Moore RMG for Processing**

1. **Prepare a transmittal form for Moore RMG gift processing**, including parish ID which can be found on the reverse side of the RCAA Parish Transmittal Form. All shipments must be accompanied by the required form.
2. Count the number of envelopes you will be sending. Record the number on the **“Number of envelopes”** sending line.
3. **DO NOT** open sealed envelopes, **DO NOT** send loose cash. For **loose cash** with no donor please remit by **ACH through bill.com to the Annual Appeal account.** It will be credited as an anonymous donation to your parish.
4. Send an email prior to shipping to these addresses: **mp\_team\_coordinators@moorermg.com** AND **annualappeal@archatl.com**. You will receive a response from the Moore team once your package has been delivered.
5. For the security of our donors’ gifts and personal information we require that you ship your packages via a courier that can track packages.
6. **For FedEx, UPS, or USPS Priority ship to:**

**RCAA**

**Moore RMG Sort Team**

**100 Jamison Court**

**Hagerstown MD  21740-5185**

1. **For USPS Regular Mail ship to:**

**RCAA**

**Moore RMG Sort Team**

**PO Box 6702**

**Hagerstown MD  21741-6702**

**If you need assistance please contact:**

**Tracy Zelczak 404-920-7606 tzelczak@archatl.com**

**annualappeal@archatl.com 404-920-7600**