

In-Pew Envelope Processing Guide

NEVER UNSEAL AN ENVELOPE UNDER ANY CIRCUMSTANCE

Step 1

All envelopes should be sorted into 1 of 2 types:

- ♦ 1 BASA in-pew envelopes
- ♦ 2 All other envelopes: Unidentified, no information and/or pledge cards received by mail

Note: If a check is received separately in the collection:

- Place check in plain white envelope
- Make a note of the name and address for parish staff to follow up with if they are not registered
- Clearly write the parish name on outside and total amount enclosed

Step 2

Fill out summary report. Please include a report in each FedEx envelope mailed to the processor.