

HELPFUL INFORMATION FOR FILLING OUT THE REMITTANCE FORM

USE FULL CHURCH NAME AND CITY

1. If the address is incorrect or if there is a change of address/treasurer, please send us the correct information so we can correct our computer information.
2. General Advanced Specials need to be listed on ONE form, not two or more forms.
3. When sending monies for any item, check the remittance report to see if it is listed as a line item. If so, list the amount on that line.
4. List remittances for Missionaries serving with the Board of Global Ministries, (inside or outside the U.S.) and UMCOR, under Other General Advance Specials. Monies for their Projects/Programs should be listed under that line also. Please send the complete project name and Global Ministries Number
5. All other remittances not included in numbers 3 or 4 above should be listed under "Other Causes."
6. All monies for Apportionments and General Advanced Specials need to be listed on ONE form, not two or more forms.
7. Please DO NOT send funds for the next year before January 15 of that year (i.e. funds for 2010 would not be sent before January 15, 2010)

Make checks payable to:
NORTHWEST TEXAS CONFERENCE UMC
Mail to: Conference Treasurer's Office
1415 Avenue M
Lubbock, Texas 79401-3939

If you have not filled out your Remittance form correctly, it will be returned to be completed.

If you need help in preparing your Remittance form, please call or email:

Trey Whitton
Accountant
(806) 762-0201 Ext. 14 or whitton@nwtxconf.org

ATTENTION:
Pension (CRSP & CPP) and Insurance Payments should be on a separate check and mailed to:
Jan Roberts, Benefits Officer
1415 Avenue M
Lubbock, Texas 79401-3939