

## **HOW TO USE THE REMITTANCE VOUCHER**

**THE LWML KANSAS DISTRICT REMITTANCE VOUCHER** is a downloadable document that can be printed. Please complete the form and mail it with your check to the Financial Secretary. Always keep a copy for your records.

**VOUCHERS SHOULD BE FILLED OUT COMPLETELY AND CLEARLY**, so the Financial Secretary knows exactly where the money is to be used and to whom credit should be given.

**VOUCHERS ARE USED** to remit offerings for Mites, Day of Prayer, God's Gracious Gift Fund, Student Financial Aid, and District Mission Grants, as well as any special memorial or honorarium gifts.

**MEMORIALS OR GIFTS** should include the name of the person being remembered or honored. The address of the contributor should also be included, so the gift may be acknowledged.

**ALL MONIES SUBMITTED TO THE DISTRICT** should be made by check payable to the **LWML KANSAS DISTRICT**, and sent to the District Financial Secretary—**NOT** to the District Treasurer.

**MITE BOXES AND SPECIAL GIFT CARDS WITH ENVELOPES** are also available at no charge from the District Financial Secretary.

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### **SOCIETIES - PLEASE NOTE:**

Reimbursement to the District for ***Lutheran Woman's Quarterly* subscriptions and the Website maintenance fee** should be sent to the Communication Committee's Distribution Manager. Payment is made by following the instructions on the *Lutheran Woman's Quarterly* and Website Maintenance Fee Remittance Form, which can be found on the LWML Kansas District website under Organizational Resources / Financial Resources. Please do **NOT** send your payment for *Quarterlies* to the Financial Secretary.