

# Check Issuing Guidelines

## Revised December 14, 2020

### How Should I Make Out That Check?

We know that over the course of the year every parish prepares checks to pay bills unique to Catholic parishes, and forwards to the Archdiocese donations received in response to specific appeals and purposes. It may seem convenient to combine payments and issue a single check; however, except as noted below, payments should be made on separate checks. Many of these payments are deposited into different bank accounts, and/or different banks. If payments are not on separate checks, we will return the check to you with a request that you issue the required individual checks. Please remember to include any necessary documents with each check, and **clearly indicate on the check stub/memo the purpose of the check**. If checks have the same mailing address, we encourage you to mail them all in one envelope and they will be distributed appropriately upon arrival.

Payments to which we refer include the items below. Please note that the charts correspond with the categories A, B and C below.

- A) Parish assessments, and any invoices from the Archdiocese of Milwaukee. These payments may be made on a single check as long as you note which payments are being made.  
Workshop and/or event registrations should follow the directions on the enrollment/registration form. It is imperative that you include the enrollment or registration form with the payment.
- B) Payments to trust funds, restricted funds, or donor-restricted gifts to specific appeals. These are administered by the Archdiocese. The funds have certain restrictions and are not necessarily deposited into the same bank account.
- C) Payments to separate Catholic entities with a presence in the Archdiocese. These should always be on separate checks as they are separate entities.

CHECK ISSUING GUIDELINES – Category A	
THE FOLLOWING ITEMS MAY BE ISSUED SEPARATELY OR ON THE SAME CHECK	
Purpose	Payable to and Mail to:
<ul style="list-style-type: none"><li>Parish Assessment</li><li>Invoice from the Archdiocese of Milwaukee</li><li>Workshop or event registrations for Archdiocesan-sponsored events for which you pay the Archdiocese, not another entity.</li></ul>	Archdiocese of Milwaukee PO Box 070912 Milwaukee, WI 53207-0912

<b>CHECK ISSUING GUIDELINES – Category B</b>	
<b>THE FOLLOWING ITEMS <b>MUST NOT</b> BE COMBINED WITH ANY OTHER PAYMENTS</b>	
<b>Purpose</b>	<b>Payable to and Mail to:</b>
Bination/Trination	Archdiocese of Milwaukee ATTN: Linda King PO Box 070912 Milwaukee, WI 53207-0912
Catholic Stewardship Appeal	Catholic Stewardship Appeal PO Box 78090 Milwaukee, WI 53278-8090
Combined Collections Program	Combined Collections Program PO Box 070912 Milwaukee, WI 53207-0912
CRS Rice Bowl	Archdiocese of Milwaukee ATTN: Social Justice Ministry PO Box 070912 Milwaukee, WI 53207-0912
Holy Land Collection (Good Friday)	Archdiocese of Milwaukee ATTN: Kim Kasten PO Box 070912 Milwaukee, WI 53207-0912
Lay Employee Pension Plan contributions	Archdiocese of Milwaukee Lay Employee Pension Plan PO Box 070912 Milwaukee, WI 53207-0912
Mass Stipends	Archdiocese of Milwaukee ATTN: Linda King PO Box 070912 Milwaukee, WI 53207-0912
Priest Pension Plan – priest share and parish contributions (may be combined on same check if properly identified)	Archdiocese of Milwaukee Priests’ Pension Plan PO Box 070912 Milwaukee, WI 53207-0912
School Assessment, Schools Marketing, and Power School (may be combined on the same check if properly identified)	Archdiocese of Milwaukee PO Box 070912 Milwaukee, WI 53207-0912

<b>CHECK ISSUING GUIDELINES – Category C</b>	
THE FOLLOWING ITEMS MUST BE SENT DIRECTLY TO THE APPLICABLE ENTITY	
<b>Purpose</b>	<b>Payable to and Mail to:</b>
Catholic Charities	Catholic Charities PO Box 070912 Milwaukee, WI 53207-0912
Catholic Relief Services	Catholic Relief Services PO Box 17090 Baltimore, MD 21203-7090
Faith In Our Future	Faith In Our Future PO Box 070504 Milwaukee, WI 53207-0504
Foundation for Religious Retirement	Foundation for Religious Retirement, Inc. 3221 S. Lake Drive St. Francis, WI 53235
Office for World Missions (includes <i>La Sagrada Familia</i> )	Office for World Missions PO Box 070912 Milwaukee, WI 53207-0912
Participants' Indemnity Plan (PIPIT)	Participants' Indemnity Plan PO Box 070912 Milwaukee, WI 53207-0912
Saint Francis de Sales Seminary	Saint Francis de Sales Seminary 3257 S. Lake Drive St. Francis, WI 53235
Society for the Propagation of the Faith (includes <i>Missionary Cooperation Program</i> )	Society for the Propagation of the Faith PO Box 070912 Milwaukee, WI 53207-0912