

Attention Treasurer:

It is imperative that we have complete information regarding every check that we receive from your congregation. To help us to credit your remittances properly, please remember to use a remittance voucher with **every check** you send to the Kansas District office (Lutheran Witness, mission commitment, convention assessment, Ash Wednesday, Guinea Mission, conferences, etc.). Make checks payable to: **Kansas District LCMS**. Below are instructions for completing the vouchers accurately. Thank you for your cooperation.

Instructions for Completing Remittance Vouchers

1. Please enter your congregation's name and the city of the mailing address that the church uses. There are many churches with the same name, i.e. Trinity or Immanuel, so this helps us to credit the correct church.
2. Always date the voucher.
3. Please complete the box on the right for all categories that are being remitted. There are blank lines for you to complete in the event that you have a special category that is not listed on the voucher. Please fill in the amount on each line only what you are remitting with this voucher. **You may write one check for all categories completed as long as the voucher is marked accordingly.**
4. Please note that there is a list of Synodical and Lutheran agencies and organizations listed on the back side of the remittance voucher. If you are sending a check to one of these organizations, please send it directly to them at the address listed.
5. When you have completed the voucher form, send the white copy along with your check to the District office and keep the yellow copy for your records. This will help you to reconcile your records to the year-to-date statements that will be sent to you each month after the 15th. Please carefully look over the statement for accuracy and contact Tami Lierz at 1-800-357-4421 ext. 200 or tami@kslcms.org as soon as possible if you have any questions or concerns.
6. The Kansas District fiscal year runs from January 16 of each year through January 15 of the following year. All remittances must be in the District office by January 15 to credit for that current year. Remittances received after the January 15 year end close will be credited to the next fiscal year.

If you have any questions regarding the completion of the remittance vouchers, please contact Tami Lierz at 1-800-357-4421 ext. 200.

The remittance voucher form can be downloaded from the Kansas District website (click Departments, then Business Office) at:

http://www.kslcms.org/ks_departments/business_office/remittance_voucher_form.pdf.

You can also request more forms by contacting Tami Lierz at the above number or tami@kslcms.org.