

INSTRUCTIONS: REMIT MONEY TO GRAND CHAPTER – 2019-2020

There are **four** major categories of checks which can be written by your Chapter and posted at the Grand Chapter Office:

Check Type One: (You may combine multiple Life Membership purchases into one check, however, make sure you have enclosed a separate application for each purchase.)

- Life Memberships
- Memorial Life Memberships
- Life Membership fees
- Life Membership Transfer fees

Check Type Two: (You may combine multiple invoices and donations into one check. Use the Remit Money to Grand Chapter 2019-2020 form to indicate each invoice number; how you want donation money allocated; or/and payments of IHF.)

- Invoices
- Donations to approved charities
- International Headquarters Fund fees
- WGM & WGP Love Gifts
- Delegate Bag donations

Check Type Three: Donations to the Benevolent Fund corpus and/or Readily Available. **Please do not include these donations in the Check Type Two; these funds go to a separate bank account.**

Check Type Four: **DO NOT** combine any other type of money with this payment.

- Annual Per Capita payment

*These instructions and the **Remit Money to Grand Chapter 2019-2020** form are being sent to the Chapter Secretary, who will make sure the Chapter Treasurer receives her/his set.*

Note: It is not necessary to use a Remit Form for a check containing only one item; use the form only when a single check must be allocated into more than one fund.

However, when a Remit Form is not sent, you must indicate on the check's memo line the invoice number or destination fund.