

Gift Processing Procedures Instructions for Preparing In-Pew Envelopes

*Note: The Gift processing department will no longer process In-Pew mail at the chancery. **All donations and pledge cards are processed securely by Moore RMG.** For the most secure, accurate, and timely processing please follow the instructions below.*

All parishes/missions must mail Annual Appeal In-Pew and collected envelopes to Moore for processing. Your In-Pew Reply devices have a unique scanline for your parish that includes your parish ID for accurate credit.

Transmitting Envelopes to Moore RMG for Processing

1. **Prepare a transmittal form for Moore RMG gift processing**, including parish ID which can be found on the reverse side of the RCAA Parish Transmittal Form. All shipments must be accompanied by the required form.
2. Count the number of envelopes you will be sending. Record the number on the **"Number of envelopes"** sending line.
3. **DO NOT** open sealed envelopes, **DO NOT** send loose cash. For **loose cash** with no donor please remit a check to the chancery along with 2024 Annual Appeal, amount, and parish ID this will be credited as an anonymous donation.
4. Send an email prior to shipping to these addresses: **RMG_RCAA_EST@moorermg.com** AND **annualappeal@archatl.com**. You will receive a response from the Moore team once your package has been delivered.
5. For the security of our donors' gifts and personal information we require that you ship your packages via a courier that can track packages.

6. For FedEx, UPS, or USPS Priority ship to:

RCAA
Moore RMG Sort Team
100 Jamison Court
Hagerstown MD 21740-5185

7. For USPS Regular Mail ship to:

RCAA
Moore RMG Sort Team
PO Box 6702
Hagerstown MD 21741-6702

If you need assistance please contact:

**Tracy Zelczak 404-920-7606 tzelczak@archatl.com
annualappeal@archatl.com 404-920-7600**