**Episcopal Relief & Development**

**How to Process Donations**

**January 2013**

 Our preference in managing checks is the following:

1. All checks should be written to Episcopal Relief & Development.
2. All dioceses, parishes, schools, and seminaries should send batched checks to the Episcopal Relief & Development lockbox in Merrifield, Virginia. The address is:

Episcopal Relief & Development

PO Box 7058

Merrifield, VA 22116-7058

1. All checks should include the name of the **parish** and **diocese, school, or seminary**, and ***NetsforLife®*** the memo line of the check.
2. In order to ensure donors names are attached to the correct parish and diocese, we ask all parishes to maintain a list of all donations on the **Individual Donors Tracking Sheet** and email to Xerxes Eclipse. Alternatively, please send copies of all checks to Xerxes at:

Xerxes Eclipse

Director, Donor Services

Episcopal Relief & Development

815 2nd Ave, 7th Floor

New York, NY 10017

xeclipse@episcopalrelief.org

**NOTE**: For parishes sending a single check on behalf of multiple donors to the lockbox, please complete the **Individual Donors Tracking Sheet** and email to Xerxes or mail him the completed list to the Episcopal Relief & Development office.

1. For donations sent by **FedEx** or **UPS**, correspondence must be mailed to the Episcopal Relief & Development office in New York.

All donations take approximately 3-4 weeks to be processed and acknowledged by Episcopal Relief & Development.

**QUESTIONS?**

Pleasecontact Episcopal Relief & Development at (855) 312-HEAL or info@episcopalrelief.org