

# CHRISTMAS APPEAL 2023

CHR CH 60274

Thank you for holding a Christmas Giving Service at your church! To make processing your donation as easy as possible, please review the following giving options before submitting your gift to Baptist World Aid.

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## DONATING ONLINE

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Our giving portal makes it easy for your church family to make donations online both as individuals, and as a community. Please note, all online giving is counted automatically, so there's no need to include online donations in your Donation Summary.

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## DONATING THROUGH GIVING ENVELOPES

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### For cash and cheque donations

Cash should not be sent directly to Baptist World Aid and should be sent via cheque or direct deposit. For cheque donations, please ensure all cheques are made out to 'Baptist World Aid Australia'. If you receive cheques that have been made payable to your church, please bank these into your own church's account, and then deposit the amount into the BWAA account, or issue a church cheque payable to BWAA.

### For credit card donations

Donation slips with credit card details should not be emailed to Baptist World Aid for security reasons. Please collect any donation slips received and send them via mail to:

**Baptist World Aid Australia**  
**Locked Bag 2200**  
**North Ryde NSW 1670**

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## DONATING THROUGH DIRECT DEPOSIT

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If you choose to direct deposit donations into our bank account, please use the details below and complete the following three steps.

**Account Name** Baptist World Aid Australia  
**BSB** 082-057

**Account No.** 944-020-498

1. Enter the following as the deposit description:  
**'[7-digit Church ID Number] - CHR'**
2. Deposit the funds into the bank account listed above.
3. Send an email to [hello@baptistworldaid.org.au](mailto:hello@baptistworldaid.org.au) with the following details:
  - Church name
  - 7-digit Church ID number
  - Date of deposit
  - Amount of deposit
  - Whether any individual church members have filled out donation envelopes and require a tax receipt (i.e. are there any donation envelopes being sent in the post to accompany the deposit?)

### Notes:

- The tax receipt your church receives may not always match the amount on the church cheque, as it will not include donations from church members who require a separate tax receipt.
- Please ensure that all individuals who wish to claim a tax deduction have filled out a donation envelope with their full name and address or email. Without this information, we cannot issue a tax receipt for their gift.
- New supporters will be added to the mailing list unless otherwise advised.
- Due to privacy laws, we cannot issue individual tax receipts in care of the church address.

Your local Church Partnership Manager is available to help with any concerns. Please email [hello@baptistworldaid.org.au](mailto:hello@baptistworldaid.org.au) or call 1300 789 991 and we'll put you in touch with one of our team members in your state.

**Thank you for joining us in making a better world for all this Christmas!**

# TREASURERS FORM

CHR CH 60274

Please return this form and all donations by no later than 31st January 2024.

Date \_\_\_\_\_ Church ID Number (if known) \_\_\_\_\_

Church Name \_\_\_\_\_

Name of person who completed this form \_\_\_\_\_

Role in Church \_\_\_\_\_ Contact Number \_\_\_\_\_

## DONATION SUMMARY FORM

Group donations received into the 3 sections below

1. Total Credit Card Donations	No. of Donations	Amount
Fill this section with total credit card donations made using the donation envelopes		\$
2. Total Personal Cheque Donations	No. of Donations	Amount
Fill this section with total personal cheques that individuals have placed in the donation envelopes		\$
3. Total Cash Donations		
This section is for total cash donations given through the donation envelopes or anonymously through church giving. Cash should not be sent directly to Baptist World Aid. Please ensure you <i>issue a church cheque, submit your donation online or make a deposit</i> for the total amount collected from cash donations. <u>If making a deposit, please refer to the accompanying instructions.</u>		
	No. of Donations	Amount
A. Total Individual Cash Donations <i>(these donations were made through donation envelopes, and individuals will receive a tax receipt. Please ensure all donation envelopes are sent to Baptist World Aid)</i>		\$
B. Total Anonymous Cash Donations <i>(these donations were made straight to the church without an attached donation envelope - individuals will therefore not receive a tax receipt)</i>	N/A	\$
<b>Total Cash Donations</b> This amount has been <i>(please tick appropriate box)</i>		
<input type="radio"/> Issued by church cheque payable to Baptist World Aid Australia, or		\$
<input type="radio"/> Deposited into Baptist World Aid's bank account on the following date: ____ / ____ / ____		
<b>TOTAL DONATION AMOUNT FROM THE CHURCH</b>		\$

Donations of \$2 or more are tax deductible for individuals who fill out a donation envelope with their full name and postal address.

Please return completed form along with all donation envelopes by 31st January 2024.

