

Australian Lutheran World Service

Treasurer's Reconciliation Sheet-Christmas Action



Australian
Lutheran
World Service



Need help? Just call: 1300 763 407
or email: alws@alws.org.au

A. PLEASE COMPLETE THE FOLLOWING DETAILS

Name of Organisation:

Postal Address for Receipts:

PO Box/Number Street City State Postcode

Street Address for Parcels:

Number Street City State Postcode

Contact Person:

Title First name Surname

Contact Phone Number:

Office hours

B. WE WOULD LIKE TO KEEP OUR POSTAGE COSTS AS LOW AS POSSIBLE. You can help us by,

1. Supplying a STREET address as opposed to a P.O. Box for parcel (Courier) delivery (up to 30% cheaper).
2. Checking the quantity of Gifts of Grace or Christmas Action envelopes sent to you

Sufficient: Yes No Quantity required:

C. NON TAX DEDUCTIBLE DONATIONS

Donations NOT requiring a tax receipt, (cash, cheques and offerings). A Non Tax Receipt will be issued.

Total: Date of Banking: Bank Reference used:

for Direct Deposits

eg: St Lukes Albury

Please bank these **NON TAX DEDUCTIBLE** donations in our **NON TAX ACCOUNT** as follows:

Bank Account Details: Lutheran Laypeople's League

Name of Account: Australian Lutheran World Service

BSB Number: 704 942

Account Number: 100 644 384

Bank Reference: Please use your Congregation name and city, (eg: St Lukes Albury)

This Reference will appear on our bank statement and helps us to identify who the donation is from. Please send a confirmation email to alws@alws.org.au to notify us when the donation is made. Many Thanks!

D. CREDIT CARD DONATIONS

Total of Credit Card donations:

Please post the completed credit card Donation slips to ALWS as outlined on page 2

E. TAX DEDUCTIBLE DONATIONS

	First Name – Surname	Address	State	Postcode	Amount
1					
2					
3					
4					
5					
6					
7					
8					
TOTAL:		For page 2			

Date of Banking:

for Direct Deposits

Bank Reference used:

eg: St Lukes Albury

Please bank these **TAX DEDUCTIBLE** donations in our **TAX ACCOUNT** as follows:

Bank Account Details: Lutheran Laypeople's League

Name of Account: Australian Lutheran World Service

BSB Number: 704 942

Account Number: 100 448 992

Bank Reference: Please use your Congregation name and city, (eg: St Lukes Albury)

This Reference will appear on our bank statement and helps us to identify who the donation is from. Please send a confirmation email to alws@alws.org.au to notify us when the donation is made. Many Thanks!

→ **Please RETURN these forms immediately after banking so we can identify deposited funds.**

This is important, even if you do not require a receipt.

We can not process your deposit(s) until we receive these forms. Thank you!

→ **EITHER print out this spreadsheet and post with any credit card slips and/or cheques to:**

ALWS, PO Box 488, Albury NSW 2640

→ **OR if there are no credit card slips or cheques to post, you may prefer to email or fax this to:**

Email: alws@alws.org.au Fax: (02) 6021 4504

Thank you! We really appreciate your time and effort.