



The Diocese of Fond du Lac

The Episcopal Church in northeast Wisconsin

Diocesan Common Trust Contribute to or Create a new Fund

TO CONTRIBUTE:

1. Authorize a contribution (through Vestry decision, gift or bequest received, etc...)
2. Prepare a letter to the President of the Trustees (the Bishop). **PLEASE WRITE A SEPARATE LETTER FOR EACH CONTRIBUTION** which results in better recordkeeping, tracking, verification and auditing. The letter should include:
 - a. congregation or entity name;
 - b. contact information (address, phone, and/or email address);
 - c. amount of the contribution;
 - d. DCT fund name and account number the contribution should be deposited to.
 - e. If contribution is to be by ACH transfer, the statement "We hereby authorize the transfer of the contribution detailed herein from our authorized bank account directly to the ACT via ACH." If an ACH connection has not been previously established, the Diocesan Office will contact you to make these arrangements.
3. If you prefer, instead of an ACH transfer you may write a check to the **Diocese of Fond du Lac** noting in the memo line the DCT fund name and account number to receive the contribution. Write a separate check for each contribution.
4. Email the contribution letter to mpayne@diofdl.org, or send the letter and check to the Diocesan Office. An acknowledgement receipt will be provided.

TO WITHDRAW:

Visit diofdl.org/dct and download **REQUEST FOR WITHDRAWAL**. Complete and return with required documents. The Diocesan Office verifies requests will not violate any restrictions on record. Withdrawals processed and deposited via ACH within 5-7 business days.

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TO CREATE A NEW FUND:

The following must be communicated to the Diocesan Office to create a new fund. Failure to do so will delay processing.

1. Prepare a letter to the President of the Trustees (the Bishop). PLEASE WRITE A SEPARATE LETTER FOR EACH NEW FUND which results in better recordkeeping, tracking, verification and auditing. The letter should include:
 - a. Date letter is written;
 - b. Contact information of person sending the letter;
 - c. Explanation of authority to create the fund (e.g. resolution by the Vestry, gift to congregation);
 - d. Name of the new fund;
 - e. Source of assets to create the fund (e.g. congregational accounts, gift by a donor);
 - f. Any restrictions on the fund such as:
 - i. May principal be withdrawn? Or left intact?
 - ii. Who has authority to give permission for withdrawals?
 - iii. Must the investment grow to a certain point before distributions may be made?
 - iv. Are distributions to be used for a specific purpose?
 - g. If there are no restrictions, state this clearly in the letter.
 - h. If the new fund is to be by ACH transfer, include the statement “We hereby authorize the transfer of the contribution detailed herein from our authorized bank account directly to the ACT via ACH.” If an ACH connection has not been previously established, the Diocesan Office will contact you to make these arrangements.
2. If you prefer, instead of an ACH transfer you may write a check to the Diocese of Fond du Lac noting in the memo line the DCT fund name and account number. Write a separate check for each new fund.
3. Email the new fund letter to mpayne@diofdl.org, or send the letter and check to the Diocesan Office. An acknowledgement receipt will be provided.