

*******PLEASE READ THIS SPECIAL NOTICE*******

**YEAR-END DEADLINE
FOR 2009 CHURCH REMITTANCES**

ATTENTION: TREASURER

The deadline for 2009 Church Remittances is 4:30P.M. on Wednesday, January 6, 2010. (pg. 467 The Conference Journal) Your payment must be received in the Treasurer's office on this day, regardless of the postmark date on the envelope. All monies received in our office after the stated time and date will be credited to the year 2010.

PLEASE FOLLOW THESE IMPORTANT STEPS AND TIPS:

1. All 2009 monies received after **Wednesday, January 6, 2010, 4:30p.m.** will be credited to the year 2010.
2. To insure proper credit, please be sure your **church number** and check number are indicated on the remittance form.
3. Make sure all checks are PAYABLE TO **“CONFERENCE TREASURER”**. Please make sure your check is complete and signed. We have had to return checks without signatures.
4. Mark clearly on the remittance form **“FOR 2009”**. We ask that you do not remit 2010 monies before January 6, 2010.
5. Please allow five days for your payment to reach our office or you may want to use the overnight service available through the US Postal Service. Please mail your payment in the preprinted envelope provided by our office. If using your own envelope be sure to mail to: **P. O. Box 2469, Charleston, WV 25329.**

If you have any questions, please call: Lisa Priestley, 1-800-788-3746, ext. 40 or 344-8331.