

**2025-2026 Together As One
Parish Transmittal Form**

Report Number: _____
(for parish use only)

Date: _____

Parish Name: _____

Parish Location: _____

Total Pledges Enclosed: \$ _____

Total Payments: \$ _____

Submitted by: _____

Title: _____

Phone Number: _____

E-mail Address: _____

Best Time to Call: _____

Please review the following items so we can more efficiently process your TAO batch:

Verify that a pledge card is submitted for each payment

Indicate the check number on the pledge card

Paper clip the donor's pledge card and gift together

Do not staple pledge cards and checks

Kindly enclose a calculator tape or excel spreadsheet of the pledges and the payments

Retain a photocopy of this transmittal form for your records

Remember to include the prayer intention cards

- * Please remit TAO batches weekly during the Fall and frequently thereafter
- * We encourage you to maintain local records to track TAO receipts
- * Do not send tax acknowledgements for TAO contributions (The Diocese will acknowledge TAO gifts)
- * Notify Michelle Steinbach at 712-233-7523 or michelles@scdiocese.org of parishioner changes
For example: address changes, marriages, deaths, divorce and new registrations
- * **TAO parish reports listing all pledges and payments are available upon request**
Note: Every parish will receive a report via email in early December
- * Pledge reminders will be sent to the donors on a monthly basis

Please forward this form along with the intention cards, pledge cards and gifts to the Finance Office
Make extra copies of this form as needed

Forward to:

**Diocese of Sioux City
Attn: Finance Office
1821 Jackson Street PO Box 3379
Sioux City, IA 51102**

We wish you continued success on your TAO fundraising!

Have questions or need assistance? Contact Marilyn Wellman 712-233-7518 or marilynw@scdiocese.org

Transmittal Original: _____

Transmittal Copy Pledge Pmts: _____

Transmittal Copy Cash: _____