

Benefit Payment Guidelines

Does your church have a new Treasurer or Finance Chair? Every year, churches all across the Conference bring on new employees/volunteers who are responsible for submitting the monthly Benefit payments. We have put together a helpful list of guidelines to follow in order to assist your church and to assure that your Benefit payments are received and applied quickly and accurately.

1. When mailing your payment please include the stub from the statement. The stub provides important information that ensures your payment is being applied to the proper account.

Insurance payments: please send the top portion of the stub with the pastor's name and ID number.

Pension payments: please send the bottom portion of the stub with the pastor's name, statement # and GCFA #.

2. If you are paying via automatic payment from your bank:
When you receive the email with the statement attached - please click **<forward>** and send it back to us. We'll be happy to print it and match it to the check when it arrives from the bank. However, if you click **<reply>**, the statement is lost. Please remember to click **<forward>**.

When you set up the payment please ensure the check reflects that it is an Apportionment, Insurance or Pension payment. We also need the identifying info listed below.

For Insurance: name and ID #

For Pension: name and GCFA #

Since the pension statement number is different every month, it's best to use the GCFA # for automatic payments. ***Remember that when you receive a new pastor, you must also update the information with your bank.*

3. Please do not staple or tape checks to the stubs.
4. If you are sending an amount that doesn't match the stub, please provide a breakdown so the payment is applied properly.

We really appreciate you helping us ensure that every check is properly posted! We know many of you already do all of the things listed above and **WE THANK YOU!!**

If you have any questions or concerns, please give me a call. I'll be happy to help!

Terri Cleary
Conference Benefits Administrator
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