

▶ PLEASE NOTE THE CHECKED ITEMS FOR FUTURE PAYMENTS:

ENVELOPES:

- WPF no longer provides envelopes.
- Use business-size envelopes with business-size checks.

WPF REMITTANCE FORMS—REQUIRED WITH CHECKS:

- Remittance form—available on our website under *FORMS*.
- Remittance form must be filled out and readable. Please print and use black ink.
- Use employee's legal, enrollment name.
- Only one remittance form should accompany the check.
- Copies of Remittance forms should be printed on white paper only.
- Contributions can be no more than three months in advance.

CHECKS:

- Check stubs are not needed and tossed when opened.
- Checks and remittance forms are separated when opened.
- Checks are not used for posting funds to accounts—only remittance forms.
- Only one check is necessary for the total of all employees but you're welcome to submit separately.

- Use current version of secure, business-size bank checks that fit #10 envelopes.
- Checks must be accompanied by a remittance form.

MAIL:

- Tri-fold form and place check within the fold. Do not cut, staple, tape or paperclip the form, the checks or inside of the envelope.

ONLINE PAYMENTS and BILL-PAY PAYMENTS:

- WPF would like you to use our *Online Payment System*, referred to on our website or the remittance form, for making automated payments—even for one person. Click "First-Time Users" on our website for set-up.
- If using a bill-pay service, please use our *Import Transaction Workbook* (Excel) template on our website, under *FORMS*. Read *Instructions* tab and email workbook when your check is scheduled for mailing. The workbook can be saved and reused each time you send your pension check or at the time of your bill-pay distribution. WPF requires this method of payment for more than three employees.
- DISTRICT TREASURERS/ADMINS: ALL DISTRICT OFFICES SHOULD NOW BE ON THE ONLINE SYSTEM – as an example and encouragement for your churches to get their online payment accounts operational.

Serving HIM for your benefit,



Debra Levite

Director of Administration & Benefits