

Diocese of Wheeling-Charleston

Deposit and Loan Fund

Deposit Slip

An authorized person must sign this deposit slip. If parish related, the Pastor must sign. If school related, the Principal must sign.  
If for other Diocesan entity, the Executive Director must sign.

Location Name: \_\_\_\_\_

City: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Deposit to Existing Account**

Account Number: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_

**Deposit to New Account**

Name of Account: \_\_\_\_\_

Purpose of Account Including Board or Finance Council

Designations and Donor Restrictions: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_

If purpose of funds are Board or Council designated, a letter authorizing a change in purpose must be sent to the CFO of the Diocese, signed by the entities Finance Chair and either the Pastor (for a parish), Principal (for a school) or Executive Director (other Diocesan Entity) before funds will be distributed for a purpose other than noted above.

If purpose of funds are Donor Restricted, a letter authorizing a change in purpose must be sent to the CFO of the Diocese, signed by the Donor or Legally Authorized Representative of the Donor before funds will be distributed for a purpose other than noted above.

**Interest Earned**

Interest is earned monthly at a present annual rate of 3%. This rate may change based on financial market conditions and the decision of the DWC Finance Council. Interest is automatically re-invested on June 30 and December 31 unless otherwise noted below for a semi-annual payout.

**New Account:**

For a New Account: If interest is to be paid semi-annually to the entity instead of automatically reinvested, please initial. \_\_\_\_\_

**Existing Account:**

For an Existing Account: If changing method of interest payment, please initial under the appropriate heading.

Change to Payout

Change to Re-investment

**Authorization for the Above Additions and Changes**

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_