

**Diocese of Wheeling-Charleston
Deposit and Loan Fund
Transfer Slip**

An authorized person must sign this withdrawal 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: _____

Transfer to Account

Account Number: _____
Name of Account: _____
Amount of Transfer: _____

Transfer from Account

Account Name & Number: _____
Purpose of Account: _____
Amount of Deposit: _____

Authorization for the Above Transfer

Name and Title: _____
Signature: _____

If purpose of funds in an account 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 or transferred to another account for a purpose other than stated by the Donor.