**Gift Processing Details**

* All gifts made via check to the Bishop’s Appeal during commitment weekend should be sent to the Lockbox for processing using the Tyvek envelopes provided in parish materials.
* All cash gifts to BAAM should be sent directly to the Pastoral Center for processing (2800 McGavock Pike, Nashville, TN 37214).​
* All BAAM gifts should remain sealed inside their envelope. This enables donor information to stay with the gift itself and allow for gift acknowledgement by the diocese and parish.​
* If you receive any cash donations, or gifts/payments to the Legacy Campaign, or other special collections, please send them directly to the Pastoral Center for processing. ​
* When sending pass through checks, please send the donor’s name, mailing address, and donation amount. This helps us send the donor an acknowledgement and a tax letter for their donation.
	+ Parish Pass-Thru Form is available to download.