

NOTICE OF CHANGE CHURCH TREASURER

**FILL OUT THIS FORM AND MAIL AS INSTRUCTED
OR EMAIL to kayla@wvbc.org**

If your church elects a new church treasurer, please notify our office by using this form. Please pass along the remittance forms and mailing envelopes to the new treasurer. Your new treasurer may need assistance in filling out the remittance form for the first time.

Call Kayla at 1.304.422.6449 with additional questions.

**Encourage your church to send all mission giving
including Love Gift on one form on a monthly basis.
You can include more than one month of giving per form.**

___ Current

___ New

Name _____

Address _____

City _____ Zip Code _____

Church _____ Assoc _____

Pin # _____ Phone Number _____

Additional materials Needed:

___ Remittance envelopes Quantity ___

___ Remittance form Quantity ___

Return this form to:

West Virginia Baptist Convention

PO Box 1019

Parkersburg, WV 26102

REMINDER

**We close the books the 5th of each month.
Please mail as soon as possible each month for timely receipt.**