INSTRUCTIONS FOR COMPLETING THE 2024 CONTRIBUTION FORMS

*Please read entire page!*

The Council on Finance and Administration strongly recommends each local church make a determined effort to remit Apportionments **in equal monthly installments**. There is a 2024 Interactive Workbook available that will automatically calculate your apportionments into equal monthly payments. Just fill in Column D on the sheet titled 12 Month Payment Schedule and it’ll all be done for you. And it will automatically fill in the monthly forms. Or you can just use it to calculate your equal monthly installments for paying online. **Please check out this helpful tool** and try to implement it.

**PLEASE NOTE**: Oklahoma Indian Missionary Conference is now an Apportioned Item, and is Fund Number **345**.

Ministerial support apportionments (#365-385) are marked with an asterisk (\*). These must be paid in an amount proportional to the amount paid toward the pastor’s support as required in Paragraphs 621 and 818.3 of the 2016 *Book of Discipline*. If the pastor is paid 100% of salary and support, these items must also be paid 100%.

On all UMCOR Designated Projects (#785) write in the name, location and project number of the intended recipient.

Miscellaneous Benevolences (#770) is for reporting other benevolences sent through the Conference Treasurer but not listed on the printed form.

You may complete your Contribution form online and send money through a secure website without any charge to the local church. Go to [www.okumc.org](http://www.okumc.org), then click on Pay Apportionments Online, which is on the left-hand side of the home page.

Or get the forms at <https://www.okumc.org/contributionforms>

This 2024 Contribution Form is divided into three sections.

1. The top section contains the funds for which your church received an Apportionment. One-hundred-percent participation in Apportionments is defined as remittance in full of each apportioned item.
2. The middle section contains the “Mission and Ministries” funds. Although these are not apportioned funds, your church received an amount for each of these items which represents your proposed share in funding these ministries. You are encouraged to financially support them to the best of your ability to do so.

3. The third section is for Second Mile Pledged Giving and Benevolent Contributions funds. Your church was given a suggested amount for each of the Second Mile Pledged Giving funds. You were asked to provide the conference with a pledge amount for any or all of these funds. Amounts entered on this form for these funds will be applied to your pledge.

**IMPORTANT:** Remit in **WHOLE DOLLAR** **AMOUNTS** **ONLY** for **EACH** item. If no amount is being submitted for an item, please **leave it blank** instead of putting in zeros or dashes.

PLEASE delete any old forms from your computer. DO NOT create your own form or make changes to an old one. Do not use the Apportionment Statement sheet we sent out in November. Only use the Contribution Forms that we created for you, so that they may be processed in the most efficient manner. And make sure they print out on one sheet of paper, on the front side and on White paper only.

PLEASE fill in the top portion of form completely, with your **name and contact info as well as church name, district and church number**. It is important to have all this information so that the money is credited to the correct church, or so that we may contact you if we have questions.

If you use the Contribution Form with Formulas the totals will be calculated for you. Otherwise, write the total of all items entered on your form *for each section*. At the bottom of the form, enter the **Total Contributions** for **all** sections. DOUBLE CHECK your calculations. If you have multiple months of contributions to send in at one time, or have some special offerings, please only use one form and one check instead of using multiple forms, checks, and envelopes.

Keep a copy of the Contribution Form for your records.

Make check payable to **Conference Treasurer**. Do not send cash. Be sure to send your contribution form with your check. And make sure the total on the form matches the amount of the check.

Send your check with a copy of the Contribution Form to: OKUMC – Apportionments, to 1501 NW 24th Street, Oklahoma City OK 73106-3635.

If you need to make changes or have questions about your apportionments, please contact the accounting department at 405-530-2001 or [wwilczek@okumc.org](mailto:wwilczek@okumc.org).