

Change of Treasurer Information

In order to keep our records up to date and to ensure continuing communication between the Finance Department and the Parishes, we request that this form be returned to us at any time that there is a change in the Parish Treasurer. **All future Parish Remittance Advices, Allotment Statements and Payroll Statements will be sent to the address noted below unless stated otherwise.**

If your Parish would like these inquiries and documents to go directly to the parish office, please list the parish office address below.

PARISH: _____ ID _____

PREVIOUS TREASURER'S NAME: _____

NEW TREASURER'S NAME: _____

Address where the documents are to go:

ADDRESS _____ Parish Office (y/n)

CITY: _____ POSTAL CODE: _____

PHONE # - Parish: _____ Treasurer: _____

E-MAIL - Parish: _____ Treasurer: _____

DATE EFFECTIVE: _____

Please change the Consolidated Trust Fund Administrator information to the above person:

Yes : _____ No: _____

If yes, please fill in the Change of Consolidated Trust Fund Information form included in the Handbook

Wardens:

Name	Signature	Date
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Name	Signature	Date
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We sincerely appreciate your co-operation in this matter.

Finance Office
FAX 902-425-0717
Email: payroll@nspeidiocese.ca

For Synod Office use only:

Distribution: Payroll: ____; J.Roby (governance): ____; J.Connors (Parish Treasurers Contact Group) ____;
P.Pearse (if applicable): ____

Revised 4Apr17 jlc