



ENF Remittance Reference Guide



The information on both sides of this reference guide will assist in selecting the correct remittance type and submitting donations accurately and efficiently. Thank you for helping the ENF thank and credit donors!

What is a remittance? A remittance is a form or report used to submit donations and donor information to the ENF.

Why use a remittance? A remittance lets the ENF know who donated and how to credit the donation. It distinguishes between funds donated from individual Lodge members, and a donation from the Lodge. Whether sending one check covering multiple donations or several checks from multiple donors, each donor's information must be included so the ENF can properly credit the gift to that individual or group.

ENF Remittances: Do's and Don'ts

Use this handy list to learn the best practices for submitting remittances, as well as what to avoid.

 DO	DON'T 
Save time, increase accuracy and speed up processing time with the ENF Online Remittance Form.	Waste your time looking up ENF Donor ID numbers and handwriting names when the ENF Online Remittance Form is at your fingertips.
Use only current, official ENF remittance forms. (Online Remittance Form, CLMS Remittance Sheet, ENF Remittance Templates, ENF Donor Cards, ENF Donor ID Report, Multi-Lodge Remittance)	Use your own spreadsheets, word documents, rosters, or old ENF remittance forms.
Submit remittances with ENF Donor ID numbers.	Rely on Lodge member numbers alone.
Provide member numbers, when possible, to assist in keeping accurate records.	Assume the ENF has member numbers on file.
Safeguard against mistakes by using full names and typing or printing remittances.	Let messy handwriting or the use of nicknames result in duplicate records and miscredited gifts.
Mail check(s) with all of the paperwork (official ENF remittance forms) in one envelope.	Send checks and forms separately.
Mail check(s) and paperwork without staples, tape, paperclips to speed up processing.	Staple or tape checks to paperwork. These can damage a check, making it impossible to deposit and process.
Submit remittances regularly, in a timely manner.	Hold onto checks!
Start a pledge for donors who request one—be sure to confirm the total pledge and annual installment amounts.	Start a pledge if the donor did not specifically request one—only those who requested a pledge should have one started in their name.
Encourage members (especially new members) to donate, and use Lodge funds to match their donations as an incentive.	Give Lodge funds in the names of members—only individual donors who contributed to the ENF should receive credit for their gifts. Members who didn't make an initial donation but had the Lodge give in their name are less likely to give again.
Help the ENF maintain accurate records by notifying our office about deceased donors, Lodge transfers or demits, name misspellings, and duplicate records.	Think that any updates you make in CLMS will make their way to the ENF. The ENF and the Grand Lodge are separate organizations with separate databases.
Contact the ENF with questions or for help with remittances.	Wait to send in donations because you have questions—contact the ENF today!