**EPISCOPAL DIOCESE OF BETHLEHEM** *(Distributions to be taken from investment acct ending in 0905)*
Diocesan Investment Trust Distribution Form (for existing accounts)

|  |  |
| --- | --- |
| Date of Request:  | Click or tap here to enter text. |
| Parish / Organization Name:  | Click or tap here to enter text. |
| Parish / Organization City:  | Click or tap here to enter text. |
| Trust Name and I.D. #:  | Click or tap here to enter text. |

**Type of Distribution:**(check applicable type)

|  |  |  |
| --- | --- | --- |
| [ ]  One-time distribution | Amount to distribute:  | $Click or tap here to enter text. |
| [ ]  Close-out trust |  |  |
| [ ]  Change to quarterly distribution: |  |  |
|  [ ]  Re-invest quarterly earnings |  |  |
|  [ ]  Distribute quarterly earnings |  |  |
|  [ ]  Distribute a fixed amount quarterly | Amount to distribute:  | $Click or tap here to enter text. |

**Method of Distribution:**

|  |  |  |
| --- | --- | --- |
| [ ]  Electronic Funds Transfer (EFT) | Last four digits of EFT acct: | Click or tap here to enter text. |
| [ ]  Check | Address: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Requested date of distribution:  | Click or tap here to enter text. |

* One-time distributions will be processed within 5 business days of receipt in Diocesan Office.
* Close-out distributions will be processed following month-end settlement.
* EFT distributions will be to account on file with DIT. Checks are payable to the parish.

**Authorization:**

Vestry has approved this distribution: Yes [ ]  No [ ]

**Two of three signatures required:**

|  |  |
| --- | --- |
| Rector:  | Click or tap here to enter text. Signature: Date:  |
| Treasurer:  | Click or tap here to enter text. Signature: Date:  |
| Sr. Warden:  | Click or tap here to enter text. Signature: Date:  |

|  |  |  |
| --- | --- | --- |
| **SUBMIT FORM TO:**  | **Paula Lapinski, Accounting Office** | **paula@diobeth.org** |

|  |  |
| --- | --- |
| Diocesan review:  |  Signature: Date:  |

**Episcopal Diocese of Bethlehem ~ 333 Wyandotte Street ~ Bethlehem PA 18015**