

# Chancellor and Executive Secretary of the Curia

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## The Roman Catholic Archdiocese of Washington

Dear Monsignor/Father,

I write today to provide you with updates and will continue to share information with you as needed.

### **Central Pastoral Administration Banking Transitions**

The following information is being forwarded directly to parish bookkeepers and accountants:

During the past several months, the Central Pastoral Administration has been transitioning our banking operations from Capital One to United Bank. The bank account transitions will be completed by the end of July 2022. Please see below to learn more about how to prepare for this change.

#### **Background**

Currently, all payments *from* parishes to the Archdiocese are mailed to lockboxes owned by Capital One and all payments *to* parishes are paid by either check or ACH from our Capital One account. We also debit our parish bank accounts from the Capital One account for employee benefits.

#### **Actions Needed**

Beginning immediately, please begin mailing remittances for Parish Assessments and Second Collections, Catholic Standard Advertising, and CareFirst Administrators to the **new** lockbox addresses below:

Parish Assessments and Second Collections  
Archdiocese of Washington  
PO Box 223394  
Chantilly, VA 20153-3394

Catholic Standard Advertising  
Archdiocese of Washington  
Advertising Catholic Standard  
PO Box 223453

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Chantilly, VA 20153-3453

CareFirst Administrators  
Archdiocese of Washington  
CareFirst Administrators  
PO Box 223651  
Chantilly, VA 20153-3651

Please note that there is NO change to the Appeal lockbox. Please continue to use the lockbox address below:

Archdiocese of Washington  
Annual Appeal Gift Processing Center  
P.O. Box 8454  
Topeka, KS 66608-9968


For the Employee Benefits Billing, the description will remain the same (EMPLBNFTS) but the debit will be initiated from United Bank. The first payment will be processed after the payroll of August 5, 2022.

A new Authorization of Direct Debit form is included below. Please ensure this form is signed and sent back by your bookkeeper/accountant to Amy DeVincenz at [DeVincenzA@adw.org](mailto:DeVincenzA@adw.org) prior to the first payment.

If you have ACH Positive Pay on your bank account, please make sure this debit is authorized.

Please note parishes can continue to use the bank of their choice, including Capital One, through continuing corporate agreement with the Archdiocese of Washington.

If you have any questions, please contact Amy DeVincenz at 301-853-4545 or [DeVincenzA@adw.org](mailto:DeVincenzA@adw.org).

	 <a href="#">EE Benefits Billing - Direct Debit Blank Form.pdf</a>	
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#### **Remind the Faithful of Information on the Website**

The archdiocesan website is updated regularly. Please see [adw.org/coronavirus](https://adw.org/coronavirus) for information related to the coronavirus, [adw.org/live-streamed-masses-and-prayers/](https://adw.org/live-streamed-masses-and-prayers/) for a listing of live stream Masses and prayers, and [cathstan.org](https://cathstan.org) and [elpreg.org](https://elpreg.org) for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

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As always, should you have questions or need assistance from my office, please know that you can email me at [FarrellT@adw.org](mailto:FarrellT@adw.org), or call my office line at 301-853-4507 or cell at 202-531-4550.

With gratitude for your priestly ministry, I am  
Sincerely in Christ,

**Terence Farrell**

*Chancellor and Executive Secretary of the Curia*

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