Catholic Diocese of Belleville

Office of Stewardship and Development
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Name/Address/Phone Changes **Name/Address/Phone Changes**

222 South Third Street, Belleville, IL 62220-1985

PARISHIONER UPDATES

Submit this form on the **1st of each month.** You may mail or fax this form, or email the changes to the addresses listed above.

Important Note: To reduce the mailing costs it is very important that you notify the Office of Stewardship and Development at least once a month with all of your parishioner changes.

Parish No._____Name:_____City _____

Phone_____Prepared by _____Date _____

TO AVOID ANY ERRORS, WE MUST HAVE ALL OF THE FOLLOWING ITEMS TO MAKE THE UPDATES:

Constituent No. (Must be entered)	Parishioner Name/s (Must be entered)	**NEW** Information (List ALL new information—Name, Address, City, Zip	Phone changes

Please use LARGE TYPE OR PRINT on this page. FAXES will sometimes distort small print or type which results in the letters and numbers being difficult for us to read. Thanks for your help.