International Development
AUSTRALIA

2026 Gift Processing Instructions



Critical dates and important information to help you process your corps' generous Christmas Day Offering gifts.

CRITICAL DATES

- From 9 Nov — Download all resources, including videos and poster: my.salvos.org.au/christmas-offering
- 25 Dec — Christmas Day Offering Altar Service
- **Before 11 Jan** — Process donations, bank gifts, and return forms to: The Salvation Army, Christmas Day Offering, Locked Bag 3010, NUNAWADING VIC 3131

ATTENTION

- **Away over Christmas/New Year?**
  If you will be away or are pressed for time, nominate someone to handle banking, post forms and process gifts on your behalf.
- **Already received some gifts?**
  Send through what you have now - even if you are still waiting on more to avoid delays.
- **Waiting on additional gifts?**
  Please send existing gifts to avoid complications with credit cards expiring.

  WHY?

  - To ensure supporters' generous gifts are acknowledged in a timely manner.
  - Delays in sending through coupons may impact processing due to expired credit cards. This will then impact revenue for your Corps.

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1 - Important timelines

Christmas Day Offering 2026

Gifts received on Christmas Day	Corps send to: *The Salvation Army* *Christmas Day Offering* *Locked Bag 3010* *NUNAWADING VIC 3131*	Monies to be banked next business day or before 11 January 2027. Gift coupons/paperwork to be posted within also by 11 January 2027 for receipting purposes. Please email overseasaid@salvationarmy.org.au once funds have been banked. Subject line: Christmas Day Offering (your corps name and tracking number). Send in an Express Post envelope. **Note the tracking number on your email, and retain the number for your records.**
Gifts received BEFORE and AFTER Christmas Day	All corps to send to Supporter Services for processing and receipting. Address above.	Banking of cash should be daily and the accompanying paperwork posted on the same day. Please email overseasaid@salvationarmy.org.au once funds have been banked. Subject line: Christmas Day Offering (your corps name and tracking number). Send in an Express Post envelope. **Note the tracking number on your email, and retain the number for your records.**
Receipting and acknowledging	Supporter Services to receipt all Christmas Day Offering gifts. Corps to issue certificates to children under 18 years of age	Receipting on a daily basis. **Please note:** Incorrect/incomplete information received will delay the processing and receipting of gifts.

Credit card and direct debit coupons must be sent VIA TRACKED MAIL ONLY.
DO NOT SEND ANY FINANCIAL DETAILS VIA EMAIL.

2 - Cash, cheque and money order gifts

Bank into the NAB Overseas Aid Account:

Use your Self Denial Deposit Book* to bank funds into the Self Denial/Overseas Aid bank account:

BSB:	083 004
Account:	37 080 3038
Account Name:	The Salvation Army (VIC) Property Trust Self Denial Overseas Aid
	Note the tracking number on your email, and retain the number for your records.

After depositing funds, please notify us by email:

Email:	overseasaid@salvationarmy.org.au
CC:	Your External Communications Manager and Community Fundraising Relationship Manager
Subject:	Christmas Day Offering – (Corps name and tracking number)

**If you do not have a Deposit Book, please email vickiterwee@salvationarmy.org.au*

Do not deposit funds into your Corps Account.

IMPORTANT: Please ensure Christmas Day Offering banking and paperwork is completed prior to Territorial Officer appointment changes taking place on 14 January 2027.

Gift coupons

NOTE: ALL MUST BE RETURNED. Do not throw them away.
Make sure all personal details, corps name and amount are clearly noted on gift coupons.

- Any amounts that do not have a gift coupon with the personal details filled out will be recorded as an anonymous gift and will not be receipted.
- Group all cash, cheque and money order gift coupons together. Total these gifts, complete and include the corresponding summary form (attach to the front and secure together – see page 6)
- Please separate each deposit's gift coupons and secure together with the corresponding form (page 6). This will help Supporter Services in reconciling the bank account.
  NOTE: IF TAX-DEDUCTIBLE/NON-TAX DEDUCTIBLE PREFERENCE IS NOT SELECTED, RECEIPT WILL BE ISSUED AS TAX-DEDUCTIBLE.
- Do NOT destroy any coupons they must be forwarded to Supporter Services.
- If supporter did not enter an email address please leave blank.
- Staff emails are not to be substituted on the coupon.

Methods of sending to Supporter Services:

Mail

- Please send gift coupons to Supporter Services for processing and receipting in an Express Post envelope, retaining a copy of your tracking number.

The Salvation Army
Christmas Day Offering
Locked Bag 3010
NUNAWADING VIC 3131

Email

- Credit Cards and Direct Debit – DO NOT EMAIL. These must be sent via TRACKED MAIL only for security.
- Cash/Cheque/Money Order – scan and email the coupons with the corresponding summary form (see page 6) to overseasaid@salvationarmy.org.au
- Once coupons are checked, processing will take place. Receipts requested will be sent the day after processing.

3 - Direct debit and credit card gifts

These are to be sent directly to Supporter Services for processing.

- Make sure all personal donor details, corps name and amount are clearly noted.
- Group all **credit card** gift coupons together. Total these gifts, complete and include the corresponding form (attach to the front and secure together – see page 6)
- Group all **direct debit** gift coupons together. Total these gifts, complete and include the corresponding form (attach to the front and secure together – see page 6)
- Please send to Supporter Services on the address below for processing and receipting in an Express Post envelope:

  The Salvation Army
  Christmas Day Offering
  Locked Bag 3010
  NUNAWADING VIC 3131

***It is the policy of The Salvation Army to not add givers under the age of 18 to our mailing list. To help us to follow this policy, please ensure that the 'I am over 18 years old' box is ticked for each adult supporter. If a child is giving, the box must NOT be ticked.**

4 - Receipting of gifts

Receipts for all gifts will be issued directly from Supporter Services.

Receipts will be mailed directly to the giver's mailing address as indicated on the coupon.

For all gifts, banking and processing enquiries, please contact Supporter Services by email at **overseasaid@salvationarmy.org.au** or by phone on **1300 727 252** or Kerry Webb directly on **0419 139 064.**

Christmas Day Offering Gifts

Corps:

Date: / /

CASH/CHEQUE/MONEY ORDER

GIFTS

Number of gifts:

Total: $

Christmas Day Offering Gifts

Corps:

Date: / /

CASH/CHEQUE/MONEY ORDER

GIFTS

Number of gifts:

Total: $

Christmas Day Offering Gifts

Corps:

Date: / /

CREDIT CARD

GIFTS

Number of gifts:

Total: $

Christmas Day Offering Gifts

Corps:

Date: / /

DIRECT DEBIT (ONE-OFF)

GIFTS

Number of gifts:

Total: $