



*Office of
Charitable Giving*

Diocese of Rockford

555 Colman Center Dr.
P.O. Box 7044
Rockford, IL 61125

(815) 399-4300
Fax: (815) 399-5591

Refund Policy

Errors in Amount Donated

Should a donor make a clerical error in the amount of a donation to an annual fund, the donor is required to notify the Diocese of Rockford of the error within 60 days of the date the donation was made to the Diocese. A donor's notification of a clerical error must be made in writing and directed by email to charitablegiving@rockforddiocese.org or by mail to Office of Charitable Giving, Diocese of Rockford, PO Box 7044, Rockford, IL 61125. The notification should specify the details of the donation including the date, amount, name of the donor, parish name, campaign name, receipt if applicable, and the nature of the error. The Diocese will correct such error and provide the donor with a refund in the amount of the error.

Change of Heart

Except in the circumstance of a clerical error of which the Diocese is timely notified by the donor, a gift once made to the annual fund is irrevocable and thus nonrefundable.

Note that a gift is different from a pledge. A pledge is a promise to make a gift. A pledge remains revocable to the extent it has not become a gift. Thus, for example, if a donor pledges to make a \$100 gift, makes a payment of \$10 toward that \$100 and then has a change of heart and does not wish to make the remainder of the gift, the donor is not obliged to make the remainder. Similarly, a pledge of \$100 without any payment made toward that amount is fully revocable and unenforceable.

Errors by Us

Of course, should a processing error be made by the Catholic Diocese of Rockford or its financial institution(s), a refund of the full amount of the error will be made immediately upon notification of the error.