

## Direct Answers to Questions about Electronic Contribution

Q: What is Electronic Contribution?

A: Electronic Contribution is an automatic transfer program, which allows you to make contributions to your church without writing checks.



Q: What do I do with my weekly envelopes?

A: Check the area on the envelope that says "I contribute electronically" and turn your envelope in each week as normal.

Q: What are the advantages of Electronic Contribution?

A: It saves you time. It simplifies your life. You also help the church stabilize the budget and save money.

Q: If I don't write checks, how do I keep my checkbook balance straight?

A: Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date.

Q: What if I want to contribute to Holy Days or special collections; do I still use envelopes?

A: Special offering envelopes are handled as always. In other words, only debit entries authorized for the 20<sup>th</sup> of the month are taken electronically. Special collection and Holy Days are still handled with envelopes.

Q: How is my Electronic Contribution automatically deducted from my account?

A: Once you authorize the transfer, your specified contribution is electronically transferred directly from your checking or savings account to the church's account.

Q: Without a canceled check, how can I prove I made my contribution?

A: Your bank statement gives you an itemized list of electronic transfers. It's your proof of contribution.

Q: What if I try Electronic Contribution and don't like it?

A: You can cancel your authorization for Electronic Contribution at any time by notifying us in writing.

Q: When will my contribution be deducted from my account?

A: Your contribution will be deducted from your account on the 20<sup>th</sup> of every month (after the 20<sup>th</sup> if that falls on a weekend).

Q: Is Electronic Contribution risky?

A: Electronic Contribution is less risky than check contribution. It can't be lost, stolen or destroyed in the mail, and it has an extremely high rate of accuracy.

Q: How do I sign up for Electronic Contribution?

A: Complete and sign the authorization form below and put in the Sunday collection basket or return it to the Parish Center office with a voided check or savings deposit slip.

Q: How much does Electronic Contribution cost?

A: It costs you nothing and saves you time and possibly postage!

Q: What if I change bank accounts?

A: Upon request, the Parish Center office will provide a new authorization form to complete.

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### St. Francis of Assisi Church Automatic Contribution Form New Form Change of Status

Envelope # \_\_\_\_\_ Monthly contributions are to begin (date): \_\_\_\_\_

Please take out the following stewardship amount \$ \_\_\_\_\_ (transfer made on the 20<sup>th</sup> of the month)

Checking Account (attach a voided check)

Name on Account (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zipcode: \_\_\_\_\_

I hereby authorize St. Francis of Assisi Church to deduct my pledge contributions automatically. I further authorize my financial institution, indicated on the attached voided check or savings deposit slip, to initiate debit entries on the specified account to pay the amount designated. This authority is to remain in effect until the Church and my financial institution have received my notification of its termination in such time as to afford a reasonable opportunity to act on it. I have the right to stop payment of a debit within seven (7) days of the contribution date. I am responsible for notifying the Church if I decide to terminate this arrangement. I understand that both the Church and the financial institution also have the right to terminate this contribution plan or my participation in it.

Authorized signature on my account: \_\_\_\_\_

Date: \_\_\_\_\_

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*Attach voided check or savings deposit slip*