# Electronic Contribution Authorization Form

Immaculate Conception Catholic Church

| **For Office Use Only** | Envelope #: | Date: |
|---|---|---|
| **Pledge Balance:** | **Capital Campaign Contribution (check one and indicate amount):** | |
| | $_____ ❒ Weekly (Transferred on Mondays) | |
| **Date Contributions are to Begin:** | $_____ ❒ Semimonthly (Transferred on the 1st and the 15th) | |
| | $_____ ❒ Monthly (The 1st or 15th CIRCLE ONE) | |
| | $_____ ❒ Quarterly – (The 1st of January, April, July and December) | |
| Financial Institution/Branch: | | |
| Financial Institution Address: | | |
| Name on account (Please Print): | | |
| Account Member Address: | | |
| City: | State: | Zip: |
| Please take my contribution directly from my: | ❒ Checking Account (Attach a voided check)<br>❒ Savings Account (Attach a savings deposit slip) | |
| Routing #:<br>**Routing number must start with 0, 1, 2, or 3, is 9 digits long, and is located at the bottom of the check between these symbols ⑈ : ⑈ :)** | Account #: | |
| I authorize Immaculate Conception Catholic Church to automatically debit my checking or savings account as noted above. I understand that this automatic debit will continue until I give reasonable notification to change or terminate this authorization. I also understand that I am responsible for ensuring that the necessary funds are available at the time the debit occurs. I may revoke this automatic payment authorization at any time with thirty (30) days written notice to Immaculate Conception Catholic Church and my financial institution. | | |
| Authorized Signature on Account: | Date: | |

## Direct Answers To Questions About Electronic Contributions

**Q. What is electronic contribution?**

A. Electronic contribution is an automatic transfer program which allows you to make contributions without writing checks.

**Q. What is the advantage of electronic contribution?**

A. It saves time! It saves work! It simplifies your life! You also help the church stabilize its budget and save money.

**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. When will my contribution be deducted from my account?**

A. On its due date. You never have to worry about forgetting a payment or mailing it on time.

**Q. If I do not 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. 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 is your proof of contribution.

**Q. Is electronic contribution risky?**

A. Electronic contribution is less risky than check contribution. It cannot be lost, stolen, or destroyed in the mail. It has an extremely high rate of accuracy.

**Q. What if I change bank accounts?**

A. Notify us and we will give you a new authorization form to complete.

**Q. How much does electronic contribution cost?**

A. It costs you nothing and saves you time.

**Q. What if I try electronic contribution and don't like it?**

A. You can cancel your authorization by notifying us any time. But, once you've enjoyed the convenience, time and money savings of electronic contribution, we doubt you will want to go back to making contributions the way you did before.

**Q. How do I sign up for electronic contributions?**

A. Complete and sign the authorization form above and return it to the church office along with a voided check or savings deposit slip.