**Saint Stephen Congregation**

**Parishioner Electronic Giving Authorization Form**

INSTRUCTIONS

1. Complete the parishioner name and address information.
2. Designate if this is a new authorization, change in authorization amount, or change in the account information.
3. Designate amount donating to each fund (Stewardship/Mortgage Fund/Debt Reduction/Bell Tower).
4. Select giving frequency and enter a start date (if selecting monthly, make sure to indicate which date you want the transaction made).
5. Designate account type (checking or savings), bank routing number, and account number.
6. Sign on the authorized signature line.
7. If this is a new authorization or a change in account, please attach a **voided check** **or proof of savings account #.**
8. Place your completed form in a sealed envelope and mark it **ELECTRONIC GIVING** and return it to the parish office OR place it in the Sunday collection basket.
9. A photocopy of this form will be mailed to you for your records after it is processed in the office.

***ALL INFORMATION WILL BE KEPT CONFIDENTIAL*** Please clearly print your personal information

Parishioner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Envelope # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Authorization Change in Authorization Change in Account Info**

**AMOUNT DESIGNATED: Stewardship FUND: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MORTGAGE FUND $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***If you have any questions about the electronic giving program or this form, please call Kris Tontis for additional information. You may designate your donation to the General Fund and/or the Mortgage Fund. You will receive the monthly newsletter in the mail and if an addition fund is designated for that month you would need to include a check or cash specifically for that fund , i.e. Holy Day, Family Life Center, Utilities, Bell Tower, etc.***

**FREQUENCY:**

**Weekly -** transfer on Monday **Semi-Monthly -** transfer on 1st **and** 15th of the month

**OR Monthly -** transfer on 1st **OR**  15th of the month

**START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If no date indicated, first transaction will be on the next applicable transfer date.**

**Please deduct my contribution from my checking account OR Savings Account**

**ROUTING # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACCOUNT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\* Attach a voided check or proof of Routing and Account Numbers\*\***

***I authorize St. Stephen Congregation to process debit entries to my account listed above. I have attached a voided check or provided routing/account numbers. This authority will remain in effect until I give reasonable notice to terminate this authorization.***

**AUTHORIZED SIGNATURE ON MY ACCOUNT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Electronic Giving**

**Frequently Asked Questions about Electronic Giving**

**What is Electronic Giving?** This is a program offered as an option to help you conveniently support our ministry through electronic funds transfer (EFT).

**What is Electronic Funds Transfer?** Many families use electronic transfer of funds to pay for such things as mortgage, insurance or utilities. EFT transfers funds accurately and securely from one back to another via computer. Our church is extending this convenience to you for your contributions.

**How is this different from making a pledge?** A pledge is a commitment to give. To fulfill your pledge you must then take another step (such as writing a check) to actually give the gift. When you choose electronic giving, that is the next step. Your contribution will be made automatically form your account at the time and in the amount you have specified. It is no different philosophically, than writing a check.

**How can my church withdraw directly from my back account?** Account withdrawals are made only with your prior authorization. No funds can be withdrawn unless you specifically authorize the transactions to occur. Electronic giving is optional and is offered strictly as a convenience to you.

**Can I change the amount of my gift? What if I want to stop giving in this way?** You can change the amount you want to give at any time simply by notifying us in writing. If you ever want to stop giving by EFT, simply give us a note to that effect.

**Is there a risk in making electronic contributions?** No. An electronic contribution is safer than writing it check; it can’t be lost, stolen or destroyed in the mail. Plus electronic contributions have an extremely high accuracy rate.

**How do I keep a record of the amount I have contributed?** Your bank statement will include all automatic deductions made from your account, including your Electronic Giving contributions. In addition, everyone who gives will contribute to receive a record of those gifts from the church.

**How often would I give?** That’s your choice. You can give automatically either weekly (funds transfer on Mondays), on the first or fifteenth of the month, or once a month on either the first or fifteenth (which ever you choose).