

# Direct Answers to Questions About Electronic Payments

## New to ACH?

Q. What is an electronic contribution? A. Electronic contribution is an automatic transfer program that allows you to make contributions to the church without writing checks.

Q. Can I use this form to pay with a credit card? A. No. This form is for enrollment in automatic withdrawals from your bank account. The church currently accepts credit cards payments on the website under the "Give" Tab.

Q. What are the advantages of electronic contribution? A. It saves you time, simplifies your life, and helps the church stabilize its budget. Your contribution can't be lost, stolen, or destroyed in the mail and it will cost you nothing.

Q. How is my electronic contribution automatically deducted from my account? A. Once you authorize the amount of your contribution, it is then electronically transferred from your checking or savings account to the church's account on the schedule you specify.

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. Your bank statement will provide an itemized list of electronic transfers as proof of your contribution.

Q. How do I sign up for electronic contribution? A. Complete and sign the authorization form below and return it to the church office along with a voided check or savings deposit slip.

## New participants! - Please remember to:

1. Sign the form
2. Attach a voided check or deposit slip (if new)
3. Return bottom portion to the CPC office

## Current ACH Users

Q. If I participated in electronic pledging last year, do I have to complete the authorization form again? A. No. You do not have to re-submit an authorization form. We will continue to make the same monthly ACH transfer at the level that you have established.

Q. How do I change my bank account? A. Just complete a new authorization form as listed below.

Q. During the Stewardship Campaign we are asked to increase our giving. How will I do that if I have a set amount already withdrawn?

A. The increase to your contribution amount will automatically be adjusted by completing the enclosed commitment card or you may request it at any time by contacting Lois.

Q. What if I try electronic contribution and don't like it? A. You may cancel your authorization at any time in writing.

If you have additional questions about electronic contribution, please contact Lois Fasching at 257-4845 or lois@cpmadison.org.

---

## Authorization Agreement for Preauthorized Payments (ACH Debits) For my (our) ease of giving and for contribution consistency for Christ Presbyterian Church

I (we) hereby authorize Christ Presbyterian Church ("CPC") to initiate debit entries to my (our) checking account indicated below and the depository named below.

Bank Name ("THE BANK"):

Bank Address:

Routing Number (9 digits)

Account number

The diagram shows a check with the following fields: YOUR NAME (1234 Main Street, Anywhere, OH 00000), DATE (123), PAY TO THE ORDER OF, \$ ( ), and DOLLARS. Below the MICR line, three numbers are highlighted: 044072324 (ROUTING NUMBER), 000123456789 (ACCOUNT NUMBER), and 123 (CHECK NUMBER).

This authority is to remain in full force and effect until CPC and THE BANK has received written notification from me (either of us) to its termination in such time and in such manner as to afford CPC and THE BANK a reasonable opportunity to act on it. For credit to (name(s) - please print):

Name 1 \_\_\_\_\_ Name 2 \_\_\_\_\_

Signature 1 \_\_\_\_\_ Signature 2 \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Withdrawal amount:

\$ \_\_\_\_\_ . \_\_\_\_\_

I (we) would like to withdraw funds from my (our) account on the  1st of the month OR  15th of the month

Please provide a voided check along with this form and submit to:  
Christ Presbyterian Church, Attention: Lois Fasching, 944 East Gorham Street, Madison, Wisconsin 53703.