

# ACH Withdrawal Authorization Form

St Paul's Lutheran Church  
California, MO 65018

## Instructions:

1. Designate below your authorization request.
2. Complete the personal information.
3. Designate your contribution by fund type and amount.
4. Specify the frequency of the withdrawal.
5. Indicate whether we are to withdraw funds from your checking or savings account. Attach a voided check or savings deposit slip.
6. Sign the authorization form and return it you Jan in the church office.

## Authorization Request (please select one):

- Enrollment in Automatic Giving
- Change in Contribution Amount
- Change in Checking or Savings Account

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Church Fund Designations:

- |                                            |                 |
|--------------------------------------------|-----------------|
| 1. Home Fund                               | \$ _____        |
| 2. Building Fund                           | \$ _____        |
| 3. Special Missions                        | \$ _____        |
| 4. Good Samaritan Fund                     | \$ _____        |
| 5. Cemetery Fund                           | \$ _____        |
| 6. Other                                   | \$ _____        |
| <b>Total Contribution (per withdrawal)</b> | <b>\$ _____</b> |

## Frequency of Withdrawal:

- Weekly (Friday)
- Twice a Month (1<sup>st</sup> & 15<sup>th</sup>)
- Monthly (15<sup>th</sup>)

Effective Start Date: \_\_\_\_\_

## Account Contributions are to be taken from:

- Checking (attach a voided check)
- Savings (attach a deposit slip)

I authorize St Paul's Lutheran Church to automatically withdraw church contributions from my account. I have attached a voided check or savings deposit slip. I can discontinue Automated Contributions at any time by written request 10 business days before the withdrawal is scheduled. I understand that a \$20 nonsufficient fund (NSF) fee will be charged for nonsufficient funds.

Authorizing Signature: \_\_\_\_\_

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

## Automatic (ACH) Contributions

ST Paul's Lutheran Church offers the option to make your contributions through an automatic debit from your checking account. You have the option to set up weekly and/or monthly contributions. After enrolling in the program, you may contact the church office at any time to make changes. If you are interested in taking advantage of this convenience, you may pick up an enrollment form in the church office. When your completed enrollment form is received in the church office your automatic (ACH) contributions will begin. Automatic (ACH) contributions will be included on your yearly contribution statement. The following questions and answers provide additional information about this opportunity.

### Answers to Questions about Automatic (ACH) Contributions

- Q. What are automatic (ACH) contributions?**  
A. Contributions made through an automatic transfer program that provides the convenience of making contributions without writing checks.
- Q. What are the advantages of automatic (ACH) contributions to you?**  
A. You save time by not writing offering checks, helps prioritize your contributions within your budget and increases your faithfulness.
- Q. What are the advantages of automatic (ACH) contributions to ST Paul's Lutheran Church?**  
A. The reduced number of checks reduces processing time for the deacons and the church staff and the consistency of automatic contributions helps stabilize the church budget.
- Q. How are my automatic (ACH) contributions deducted from my account?**  
A. Once you authorize the transfer, your contributions are electronically transferred directly from your checking account to the church's account.
- Q. When will my contribution be deducted from my account?**  
A. You can select weekly contributions (every Friday) or monthly (on the 15th). You never have to worry about forgetting a contribution.
- 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 and amount, 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. ST Paul's Lutheran will include your automatic (ACH) contributions on your yearly contribution statement and your bank statement gives you an itemized list of electronic transfers.

**Q. Are automatic (ACH) contributions risky?**  
A. Electronic (ACH) contributions are less risky than check contributions. They cannot be lost, stolen, or destroyed in the mail and they have an extremely high rate of accuracy.

**Q. What if I change bank accounts?**  
A. Notify us and we will give you a new authorization agreement to complete.

**Q. How much do automatic (ACH) contributions cost?**  
A. It costs you nothing and it saves you time.

**Q. What if I want to change the amount of my automatic (ACH) contribution?**  
A. Send a written request of the change you would like to make to the church office.

**Q. What if I try automatic (ACH) contributions and don't like it?**  
A. You can cancel your authorization by notifying us at any time with a written notification submitted to the church office.

**Q. How do I sign up for automatic giving?**  
A. Obtain an authorization agreement from the church office. Complete, sign and return the form to the church office along with a voided check.

**Q. What if I have additional questions?**  
A. Please contact Sara Hays by email at [SaraHays@gmail.com](mailto:SaraHays@gmail.com) or 573-645-7702 or Jan in the church office.