



**Automatic Debit (ACH) / Electronic Funds Transfer (EFT)**  
**Authorization Form**

**Account Information**

**Bank account Information:**

9 Digit Routing (or ABA) Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ (circle one) Checking    Savings

Bank Name: \_\_\_\_\_

**Contribution Amounts per Month:**

**Monthly** Offertory:    \$\_\_\_\_\_ per month

**Monthly** Mortgage:    \$\_\_\_\_\_ per month

Month to begin automatic contributions: \_\_\_\_\_ (ex. 3/15/23)

Is this a change to an existing automatic withdrawal? \_\_\_\_\_

I (we) hereby authorize Holy Spirit Catholic Community to initiate debit entries to my (our) bank account indicated below **on the 15th of each month.**

Name(s) (Print) \_\_\_\_\_

Signature(s) \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Please return this form to the parish office. This authorization is to remain in effect until Holy Spirit Catholic Church has received written notification of its termination.

*(Please attach a voided check to initiate Electronic Funds Transfer)*

# ELECTRONIC FUNDS TRANSFER GIVING GUIDE

## **What are the major advantages of electronic giving?**

Electronic Funds Transfer (EFT) is all about convenience for you and consistency for the church. Electronic giving eliminates frequent check writing and helps members stay on track with pledges even when they are unable to be at church. The church in turn benefits from much-needed donation consistency and a reduction in the volume of check and cash contributions that must be handled and manually processed.

## **How does EFT work?**

Contributions are transferred automatically from your checking or savings account to the church's bank account.

## **How are my automatic contributions deducted and transferred?**

After completing an authorization, your contributions are transferred through the Automated Clearing House (ACH) network.

## **If I do not write checks, how do I balance my checkbook?**

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

## **Without a cancelled check, how can I prove I made my contribution?**

Your bank statements give you an itemized list of electronic transfers. You will receive Charitable Contribution Tax Reports for the year.

## **How much does EFT cost?**

It costs you and the church nothing.

## **What if I try it and don't like it? Or what if I need to change the amount of the withdrawal, or when the withdrawal is occurring or bank accounts?**

You can cancel your authorization at any time by notifying the church office. Amounts and bank information can easily be changed too! Just let the office know as soon as possible.

## **How can I sign up for electronic giving?**

All you need is the EFT AUTHORIZATION FORM. Complete the form, sign and attach a voided check/savings deposit slip. Return it to the church by mail or in the offering basket.