

Authorization form for Electronic Transfer Vanco

Luther Memorial Church, River Falls



FOR OFFICE USE ONLY	ENVELOPE/DONOR #	DATE
Effective date of authorization: ____/____/____		
Type of authorization: <input type="checkbox"/> New authorization <input type="checkbox"/> Change donation amount <input type="checkbox"/> Change donation date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue electronic donation		
Last Name		First Name
Address		
City		State Zip
Email Address		
Date of first donation: ____/____/____ Date of last donation (optional): ____/____/____	Frequency of donation: (please check one) <input type="checkbox"/> Monthly on the 1 st <input type="checkbox"/> Monthly on the 15 th <input type="checkbox"/> Bi-Weekly (every other week) <input type="checkbox"/> One Time	General Fund \$ _____ Mortgage/Principal Payment \$ _____ Other \$ _____ (Please specify)
CHECKING / SAVINGS	Please debit my donation from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check below) <input type="checkbox"/> The church already has my information on file	Routing Number: _____ Valid Routing # must start with 0, 1, 2, or 3 Account Number: _____
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization. Authorized Signature: _____ Date: _____	

If using a checking account, please attach a voided check at the bottom of this page.

Luther Memorial Church River Falls – Electronic Giving/ACH

Frequently Asked Questions

Q. What is ACH?

A. Automated Clearing House. This is a national system used for the electronic transfer of funds from one financial institution to another.

Q. What are the advantages of electronic giving?

A. Electronic giving provides consistent, regular income which helps regulate the budget.

Q. How are my contributions automatically deducted from my account?

A. Once you complete and sign an authorization form and return it to the church office, the contribution amount you specify will automatically be transferred from your bank account to the church's bank account on the scheduled dates.

Q. Without a canceled check, how can I prove I made my contribution?

A. Your bank statement gives you an itemized list of electronic transactions and the church will provide a printed statement at the end of the year listing all contributions.

Q. What if I change bank accounts?

A. Notify the church and we will give you a new authorization form to complete. (Please note: the church office needs at least 7 business days advance notice to change the transfer.)

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

A. You can cancel your authorization by notifying the church in writing at any time. (Please note: the church office needs at least 7 business days advance notice to stop the transfer)

Q. How do I sign up for electronic giving?

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

Q. When do I need to change my form?

A. This form will remain active until you notify the office in writing of any changes.

