



# Pre-Authorized Donations

## Authorization for Bank Withdrawal



Please check one:

- I hereby authorize The Synod of the Diocese of Calgary, Anglican Church of Canada (the "Diocese") to start withdrawing the amount indicated below from my bank account and transfer it to my congregation (which is registered with the Diocese to use this service) on or about the 16<sup>th</sup> day of each month beginning with the month shown below until I cancel or change my instructions in writing.
- I hereby authorize The Synod of the Diocese of Calgary, Anglican Church of Canada (the "Diocese") to change the monthly withdrawal from my bank account in accordance with the information provided below.
- I hereby cancel my authorization for The Synod of the Diocese of Calgary, Anglican Church of Canada to withdraw a monthly amount from my bank account on behalf of my congregation.

**Please return the completed form (signed and dated) and any subsequent instructions to the parish official that is administering this program (usually the Envelope Secretary or Parish Treasurer).**

### Donor Information:

Name	E-mail Address	
Address	Telephone Number	
City	Province	Postal Code

### Bank Information:

Name	Address	
City	Province	Postal Code
Account No.	Branch No.	Institution No.

**For verification, please attach a blank cheque, marked "VOID", to the completed Authorization. Thank you.**

### Withdrawal Information:

Monthly Amount	Starting Month	Starting Year
Parish	Location	

Authorized Signature(s) of Account Holder \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: 30 days' notice required for changes to the Pre-Authorized Donation service.**

For Parish Use:			
Donor Code:			



# St. Paul's Pre-Authorized Donation Service

## Question and Answers

### **What is the pre-authorized donation service?**

- A program administered by the Diocese of Calgary.
- The Diocese withdraws a fixed amount from a parishioner's bank account on the 16<sup>th</sup> of each month and deposits 100% of the money to the parish bank account.

### **How does this program benefit St. Paul's?**

- When you are away you are still contributing which helps lessen the dips we have in donations.
- Helps set a more accurate budget.

### **What does the program cost?**

- There are no administration or transaction fees to the parishioner or the parish. 100% of the money goes to the parish bank account.

### **Will the amount that I am giving be treated as confidential information?**

- Diocesan staff in the Finance Department (currently two people) will have access to the information. They also handle all the Diocesan salary administration as confidential information.
- Similar to our current practice, the Parish Envelope Secretary will also see the information so that charitable tax receipts can be prepared.
- The Parish Secretary will also handle the forms to ensure that they get to the diocesan office in a timely manner.

### **How can I change the donation amount after I start the program?**

- Thirty days written notice is required to change or stop the program.

### **When is the money withdrawn from my bank account?**

- On the 16<sup>th</sup> of each month.

### **When can I start using this service?**

- You can start any time but it does take 30 days to activate a request.

### **How do I sign up?**

- Fill in the 'Pre-Authorized Donations' Authorization for Bank Withdrawal Form (available on the stand at the south door)
  - Indicate the amount you want withdrawn on the 16<sup>th</sup> of each month
  - Fill in personal information i.e. your name, address etc.
  - Fill in bank information i.e. bank name & address, account number
  - Sign and date the form
  - Attach a blank cheque marked VOID to the form
  - Return the completed form on the offering plate in an envelope marked 'Pre-Authorized Donation'
  - Offering cards for placing in the offering plate each Sunday are available on the credenza by the sidespeople.