



## Questions & Answers about Electronic Contributions at St. Helen's

### **Q. What is electronic contribution?**

A. Electronic contribution is an automatic transfer program that allows you to make contributions from your bank account to St. Helen's without writing checks.

### **Q. When will it start?**

A. You can enroll now or any time in the future.

### **Q. What are the advantages of electronic contribution?**

A. It saves you time! It simplifies your life! You also help St. Helen's stabilize its budget and save money.

### **Q. I don't feel comfortable giving my information. How is it protected?**

A. All information is kept confidential. Once turned into the parish office, it will be retained in locked file cabinets and in a password protected database.

### **Q. How is my electronic contribution automatically deducted from my account?**

A. Once you authorize the transfer, your specific contribution is electronically transferred directly from your checking or savings account to St. Helen's account.

### **Q. When will my contribution be deducted from my account?**

A. Your contribution will be deducted from your account on the dates you specify (either the 1<sup>st</sup> or 15<sup>th</sup> of each month, or both). Special collections are not included in the current deductions because of the number of changes that would be required throughout the year. Also because the dates are more random, they are harder to budget.

### **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.

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

A. Your bank statement gives you an itemized list of electronic transfers. It is proof of contribution. You will also continue to receive an annual statement from the church.

### **Q. How much does electronic contribution cost?**

A. It costs you nothing and saves you time.

### **Q. What if I change bank accounts?**

A. Simply complete a new authorization form and attach a voided check or savings deposit slip from the new bank account. Return the form to the church office or place it in the collection plate.

### **Q. What if I want to change the amount of my contribution?**

A. Simply complete a new authorization form. Return the form to the church office or place it in the collection. If the bank account stays the same, you do not need to attach another voided check.

### **Q. Is electronic contribution risky?**

A. Electronic contribution is less risky than check contribution. It can't be lost, stolen, or destroyed in the mail, and it has an extremely high rate of accuracy.

### **Q. What if I try electronic contribution and don't like it?**

A. You can cancel your authorization for electronic contribution at any time by notifying us in writing. But, once you've enjoyed the convenience, time and money savings of electronic contribution, we doubt you'll want to go back to making contributions the way you did before.

### **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 a savings deposit slip. You may also drop the authorization form in the collection plate.

### **Q. What if I have other questions?**

A. Call the church office at (937) 254-6233.

# New Authorization (for lines where there are no changes, simply write "same")

**For Regular Contributions (this does not include special collections, holy days, Christmas, Easter, etc.):**

Contribution amount (choose one):

\$ \_\_\_\_\_ Monthly on the 1<sup>st</sup> of the Month

\$ \_\_\_\_\_ Monthly on the 15<sup>th</sup> of the Month Please begin/make changes effective \_\_\_\_\_ mm/dd/yy

\$ \_\_\_\_\_ Semi Monthly on the 1<sup>st</sup> AND the 15<sup>th</sup> of the Month

Please accept my ongoing contribution from my (check one):

\_\_\_\_\_ Checking Account (attach a voided check)      \_\_\_\_\_ Savings Account (attach a savings deposit slip)

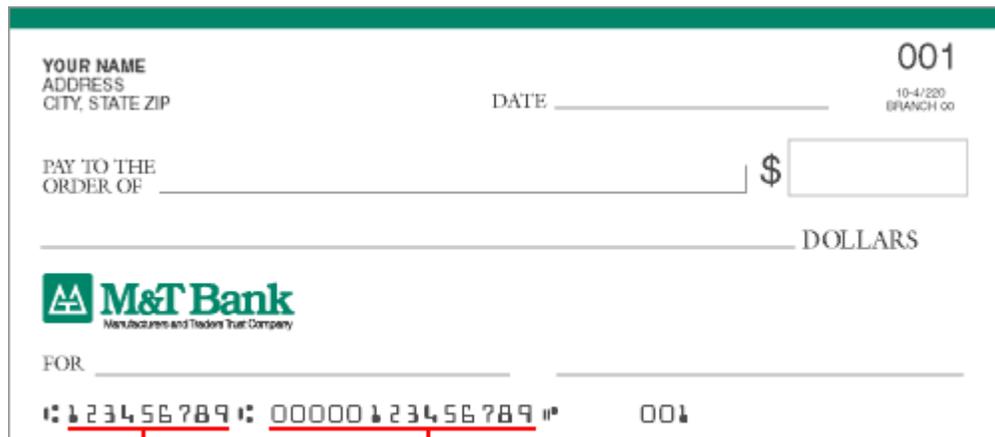
Routing Number (if different from other side):

Account # (see sample on back side):

I authorize **St. Helen Church** to process debit entries to my account. I have attached a voided check (if contributing from checking) or a savings deposit slip (if contributing from savings). **This authority will remain in effect until I give reasonable notification to terminate or change this authorization.**

Authorized signature on my account: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the church office or place it in the collection basket. 



YOUR NAME  
ADDRESS  
CITY, STATE ZIP

DATE \_\_\_\_\_

001  
10-4/20  
BRANCH 00

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

 **M&T Bank**  
Manufacturers and Traders Trust Company

FOR \_\_\_\_\_

⑆ 23456789 ⑆ 00000123456789 ⑆ 001

ABA Check Routing Number

Account Number