

St Bonaventure Church  
409 S Kansas Ave.  
Marceline, MO 64658

660-376-3239

stbon@mcmsys.com

Yes! I'd like to sign up for Electronic Contributions

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please accept my ongoing contribution from:**

Checking Account (attach a voided check)

Savings Account (attach a savings deposit slip)

Financial Institution: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Account Number: \_\_\_\_\_ Transit Routing Number: \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENT OF CONTRIBUTIONS (ACH)**

I authorize St. Bonaventure Parish to initiate debit entries to my account indicated above at the financial institution indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Such debits in the amount:\$ \_\_\_\_\_ will be made (choose one):

Monthly on the 5<sup>th</sup> of each month

Monthly on the 20<sup>th</sup> of each month

Semi-monthly on the 5<sup>th</sup> & 20<sup>th</sup> of each month

This authorization is to remain in full force and effect until St. Bonaventure parish has received written notification from me of its amendment or termination in such time and in such manner as to afford St. Bonaventure a reasonable opportunity to act on it. I understand that it is my sole responsibility and duty to verify that the above account has sufficient funds to honor the debit entry.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach voided check or savings deposit slip here

## **FREQUENTLY ASKED QUESTIONS ABOUT ELECTRONIC CONTRIBUTIONS (ACH)**

1. **What is Electronic Contributions (ACH)?**
  - a. Electronic Contribution is an automatic transfer from your checking or savings account directly to the St. Bonaventure Parish account. This type of transaction is called an ACH transaction which stands for Automated Clearing House.
2. **How do I sign up for Electronic Contributions (ACH)?**
  - a. Complete and sign the authorization form that you will find on the parish website, at the back of church or at the Parish office. Return this form to the Parish office in person or via mail at the following address, 409 S. Kansas, Marceline, MO 64658.
3. **What are the advantages of Electronic Contributions (ACH)?**
  - a. It is simple, easy and saves you time. You will also help the parish in future budgeting and planning for parish needs. It will save everyone time and effort.
4. **How will Electronic Contributions (ACH) be deducted from my account?**
  - a. Once you complete the authorization form, your authorized amount will be automatically deducted from your checking or savings account and transferred directly to the parish account.
5. **When will my contribution be deducted from my account?**
  - a. All deductions will occur on a monthly or semi-monthly basis on the 5<sup>th</sup> and/or 20<sup>th</sup>, or on the next business day should they fall on a weekend or holiday.
6. **Without a canceled check, how do I prove I made a contribution?**
  - a. Your bank statement will give you an itemized list of all electronic transfers. You should see a description on your statement that reads St. Bonaventure Parish. The Parish will also still prepare your annual contribution statement for tax reporting purposes.
7. **If I don't write checks, how do I keep my checkbook balances straight?**
  - a. Your contributions will be made on the date you select (5<sup>th</sup> and/or 20<sup>th</sup>) each month; this will enable you to record those entries on a timely basis to keep your check register up to date.
8. **I like to give to the special collections through-out the year. How will I do that?**
  - a. You are encouraged to still use your envelopes for any special collections. The monthly or semi-monthly electronic transfers are for your regular parish contribution amounts only.
9. **Is electronic contribution (ACH) risky?**
  - a. Electronic Contributions (ACH) is less risky than checks. It cannot be stolen, lost or delayed in the mail, and electronic contributions have a high rate of accuracy.
10. **What if I change banks?**
  - a. Please contact the parish office to REVOKE your current ACH and complete a new ACH form for your new bank. Upon receipt of the new form your information will be updated on the next monthly file.
11. **How much does Electronic contribution (ACH) cost?**
  - a. It will cost you nothing and will save you time and checks.
12. **What if I try it and don't like it?**
  - a. You can revoke your authorization at any time by completing a revocation document. However, we are confident that once you have enjoyed the convenience of ACH you will not want to go back to the old way.

*Please feel free to contact the parish office if you should have any questions regarding ACH transactions.*

**PLEASE KEEP IN MIND THAT SIGNING UP FOR ELECTRONIC CONTRIBUTIONS IS COMPLETELY VOLUNTARY.**