

AUTHORIZATION FORM

First Congregational Church UCC • 700 Poyntz Avenue • Manhattan, KS 66502

www.uccmanhattan.org

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: ____/____/____	FREQUENCY OF DONATION: <input type="checkbox"/> Monthly on the 1 st <input type="checkbox"/> Monthly on the 15 th <input type="checkbox"/> Semi-Monthly – 1 st and 15 th	FUNDS: <input type="checkbox"/> General/Operating <input type="checkbox"/> Second Helping	AMOUNTS: \$ _____ \$ _____ Total \$ _____
ANNUAL CONTRIBUTIONS			
<input type="checkbox"/> Easter offering	\$ _____	Date to be transferred ____/____/____ (April 1 or 15)	
<input type="checkbox"/> One Great Hour of Sharing	\$ _____	Date to be transferred ____/____/____ (March 1 or 15)	
<input type="checkbox"/> Strengthen the Church	\$ _____	Date to be transferred ____/____/____ (June 1 or 15)	
<input type="checkbox"/> Neighbors in Need	\$ _____	Date to be transferred ____/____/____ (October 1 or 15)	
<input type="checkbox"/> The Christmas Fund	\$ _____	Date to be transferred ____/____/____ (December 1 or 15)	
CHECKING / SAVINGS	Please debit my donation from my (check one):		Routing Number: _____
	<input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check below)		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.

Please return this form to the church office at the address above.

Frequently Asked Questions About Electronic Giving

Q. What are the major advantages of electronic giving?

A. Electronic giving is all about convenience for you and consistency for the church. It eliminates frequent check writing and allows you to stay on track with your giving even when you are unable to attend services. The church in turn benefits from much-needed donation consistency and a reduction in the volume of check and cash contributions that require manual processing in the church office.

Q. How does electronic giving work?

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

Q. How are my automatic contributions deducted and transferred?

A. First, you sign and return an authorization form to the church indicating the amount you wish to contribute on a regular basis. Contributions are then transferred through the Automated Clearing House (ACH) network—the same network already used by families to make mortgage and utility payments or to receive payroll earnings and Social Security income.

Q. When will my contribution be debited from my account?

A. The first debit to your account will occur on the date you specify on this form. Thereafter, your account will be debited according to the frequency you select on this form.

Q. How will I keep track of contributions in my check register?

A. Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date. Electronic contributions will appear on your bank statement.

Q. What can I use to prove I made a contribution?

A. Your bank statement will show an itemized list of electronic transactions that can be used as proof of your contributions.

Q. Is electronic giving risky?

A. Electronic giving is less risky than writing checks or carrying cash to services. To process electronic donations, the church uses Vanco Services, LLC—an established and highly-regarded company that moves funds directly from member bank accounts to the church bank account on the same day without any delay. Vanco processes contributions for more than 12,000 churches and nonprofit organizations.

Q. How much does electronic giving cost?

A. It costs you nothing and it costs the church very little.

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

A. You can cancel your authorization at any time by notifying the church.

Q. How can I sign up for electronic giving?

A. Complete and sign this authorization form and return it to the church office.