

St. Mary Church – DeKalb, IL

Automatic Giving - Frequently Asked Questions

What is automatic giving?

Automatic giving is an electronic funds transfer program that allows you to make contributions without the hassle of writing checks.

What is the advantage of automatic giving?

It saves the time and expense of paper checks, and makes it easy to give a regular amount spread over the time period of your choice.

How is my contribution deducted from my account?

Once you authorize the transfer, your donation is electronically transferred directly from your checking, savings, debit or credit card account to St. Mary Church's account.

When will my contribution be deducted from my account?

On the date that you select - you never have to worry about forgetting a contribution.

If I do not write checks, how do I keep my checkbook balance straight?

Since your contribution is made at a pre-established time, you simply record it in your check register on your chosen withdrawal date.

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

Your bank statement gives you an itemized list of electronic transfers. Also, St. Mary Church can provide a receipt of gift(s) confirmation letter for tax purposes.

Is automatic (electronic) giving risky?

Electronic giving is less risky – it cannot be lost, stolen, or destroyed in the mail. All your financial information is kept completely confidential.

What if I change bank account?

Notify us by sending a new authorization form with “change” checked at the top.

How much does automatic giving cost?

It costs you nothing and it saves you time.

What if I try automatic giving and don't like it?

You can cancel your authorization by notifying us at any time. To cancel, simply fill out a new form and check the “Discontinue Automatic Withdrawal of Funds” box.

Can I make a special contribution with automatic giving?

Yes. If you are already signed up, just complete the pertinent parts of a new form and sign. You do not need to submit new voided check or credit card information. If you are not already signed up, you will need to complete the entire form and check the box “One time” gift.

How do I sign up for automatic giving?

Complete and sign the authorization form and return it to the parish at:

St. Mary Church
302 Fisk Ave
DeKalb, IL 60115
Ph: 815-758-5432

(over)

St. Mary Church – DeKalb, IL

Automatic Giving Authorization

AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL OF FUNDS

- | | |
|---|--|
| <input type="checkbox"/> New Authorization | <input type="checkbox"/> Name/Address Change |
| <input type="checkbox"/> Change Financial Institution Information (<i>Attach a new voided check, savings deposit slip or credit or debit card copy of both sides</i>) | <input type="checkbox"/> Change Contribution Information |
| | <input type="checkbox"/> Discontinue Automatic Withdrawal of Funds |

Name (please print) _____ e-mail _____

Address _____

City _____ State _____ Zip _____ Phone _____ Home Cell

- Please deduct my contributions from my [Checking Account] or [Savings Account] (Circle one) at _____ Bank (attach voided check or savings deposit slip)
- Please charge my contributions to my [Debit Card] or [Credit Card] (Circle one and attach a copy of both sides of card) (MasterCard, VISA, Discover Only)

Please apply my gifts to:

- (Circle One)
- | | | | |
|--|---|-----------------------------------|----------------------|
| <input type="checkbox"/> \$ _____ Sunday Offertory | <input type="checkbox"/> Recurring [Weekly] [Monthly] | <input type="checkbox"/> One time | Effective Date _____ |
| <input type="checkbox"/> \$ _____ School | <input type="checkbox"/> Recurring [Weekly] [Monthly] | <input type="checkbox"/> One time | Effective Date _____ |
| <input type="checkbox"/> \$ _____ Building Maintenance | <input type="checkbox"/> Recurring [Weekly] [Monthly] | <input type="checkbox"/> One time | Effective Date _____ |
| <input type="checkbox"/> \$ _____ Other _____ | <input type="checkbox"/> Recurring [Weekly] [Monthly] | <input type="checkbox"/> One time | Effective Date _____ |

I authorize St. Mary Church in DeKalb to process debit entries from my checking or savings account or charge my debit or credit card as indicated above. I understand that this authorization will remain in effect until I have it canceled. If I wish to cancel my authorization or make any changes to the above information, I will submit a new form to St. Mary Church. I have attached a voided check, savings deposit slip or copy of both sides of my debit or credit card to this form.

Signature: _____ Date: _____

Please attach a voided check, savings deposit slip or copy of both sides of your debit or credit card.

Office Use Only:

Received & processed by: _____ Date _____ PDS# _____ Donor copied