



AUTOMATIC DEPOSIT OF OFFERINGS

How it works:

You select from contribution options that will then be automatically transferred from your checking or savings accounts and electronically deposited into the Parish's checking account via the Automated Clearing House {ACH}. Each offering will be noted on your bank statement.

You will save the cost of checks and possible bank service fees. The parish reaps the financial security of a regular collection/donation that it knows will be made on a timely, consistent basis.

You no longer have to write checks and fill out offering envelopes. Once you complete the form, our staff will inform your bank or credit union and arrange for the automatic transfer of your collection offering from there to the Parish account. It does not matter where you bank, the automatic deposit of your offering can be set up with any financial institution located in the U.S.

How to set it up:

Complete the attached authorization form. You can drop the form off in the collection basket, bring to the Parish Office located in the school, or you can mail it back to the parish along with a voided check to:

Saint Mary Parish
Attention: ACH
5589 Dewey Drive
Stevens Point, WI 54482

What if I need to stop the ACH?

Simply notify the parish in writing [use the same address as above] and specify the date on which you want the automatic deposit of your offering to stop. A minimum of 10 business days is required for change notifications.

Is there a cost to do this or set this up?

No. The Parish arranges for this through its financial institution at no additional cost. You will NOT be charged for this service.

What if I change financial institutions or close my account?

You notify the parish, in writing, of the date on which you wish to stop the ACH. If you want to continue with your new bank or credit union, you simply complete a new form.



St. Mary-Torun

5589 Dewey Dr
Stevens Point, WI 54482
715-344-2599 - parish@toruncatholic.org

Authorization for Direct Payment

Many parishioners find Direct payment to be convenient and efficient in handling their parish support. If this option works for you, please complete this form and return to the Parish Office.

AUTHORIZATION FORM FOR AUTOMATIC DEPOSIT OF OFFERINGS

Date: _____

Personal Information:

Your Name: _____

Address: _____

City, State, Zip: _____

Contact Telephone: _____

Your Parish Envelope Number: _____

Please remember that if you wish to contribute to special collections (i.e. flowers, school, heating, building, special needs) you will need to use the special envelope from your current box of envelopes.

Banking Information (See back of instruction page for detailed description of information):

_____ Checking Account

_____ Savings Account

Name of your bank or credit union: _____

Bank Routing-Transit number: _____

Your Checking/Savings Account Number: _____

If withdrawal will be from a CHECKING ACCOUNT, please attached a "VOIDED" check.

Please indicate your choice for contribution payment and indicate the contribution amount:

_____ MONTHLY = At beginning of month on the 1st of each month
(or first business day following)

Amount Per Withdrawal = \$ _____
x12 = _____ Annual Amount

_____ SEMI-MONTHLY = The 1st and 15th of each month
(or first business day following)

Amount Per Withdrawal = \$ _____
x24 = _____ Annual Amount

_____ WEEKLY = every Monday
(or first business day following)

Amount Per Withdrawal = \$ _____
x52 = _____ Annual Amount

I (or WE) authorize Saint Mary Parish to deduct my offering in the amount specified above. I/WE understand that we can change the amount of this offering any time provided we give the Parish 10 business days advance notice in writing.

Signature: _____

Date: _____

Signature: _____

Date: _____

Please mail to address listed above. For your own security, please do not email or fax.