



a community empowered by God, striving to make Jesus known, experienced, loved and imitated.

AUTOMATIC DEPOSIT OF OFFERINGS

How it Works:

You select from contribution options that will then be automatically transferred from your checking account or credit union draft account 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 on the cost of checks and possibly 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 filling out offering envelopes. Once you complete the form, our accounting staff will inform your bank or credit union and arrange for the automatic transfer of your collection offering from there to the Parish checking 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 Administrative Office located off the Narthex or you can MAIL it back to the Parish along with a Voided Check.

Mail it to

Saint Catherine of Siena Parish

1150 West Centre Avenue

Portage, MI 49024

Attention – Accounting Office

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.

Is there a cost to do this or to 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 I discontinue my checking 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.





a community empowered by God, striving to make Jesus known, experienced, loved and imitated.

AUTHORIZATION FORM FOR AUTOMATIC DEPOSIT OF OFFERINGS

Your Name:

Address:

City, State and Zip:

Contact Telephone #:

Your Parish envelope number:

Name of the Bank or Credit Union:

Bank Routing-Transit Number (the first set of #'s at bottom of check):

Your Checking Account Number:

Your Saving Account Number (if the automatic deposit will be from your Savings):

ATTACH "VOIDED" CHECK.

Amount & Frequency Desired: Check the Box Weekly or Monthly

MONTHLY = At beginning of Month (on 5th of each month)_____ Amount Desired = \$_____ /Mo.

WEEKLY = every Monday..... _____ Amount Desired = \$_____ /Wk.

I (or WE) authorize Saint Catherine of Siena Church 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 one week advance notice in writing.

Signature:_____ Date:____/____/____

Signature:_____ Date:____/____/____

Mail to address below and specify "Accounting". For your own security, do not email or fax.

