**Authorization form for Electronic Transfer Vanco**

**Luther Memorial Church, River Falls**

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| **FOR OFFICE USE ONLY** | | | | **ENVELOPE/DONOR #** | | | | | **DATE** | | | | |
| **Effective date of authorization:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | | | | | | | | | | | |
| **Type of authorization:** | | * New authorization | | | * Change donation amount | | | | | | * Change donation date | | |
|  | | * Change banking information | | | * Discontinue electronic donation | | | | | |  | | |
| Last Name | | | | | | First Name | | | | | | | |
| Address | | | | | | | | | | | | | |
| City | | | | | | | | | | State | | Zip | |
| Email Address | | | | | | | | | | | | | |
| **Date of first donation:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Date of last donation** (optional)**:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | **Frequency of donation:** (please check one)   * Monthly on the 1st * Monthly on the 15th * Bi-Weekly (every other week) * One Time | | | | | **General Fund……………………………….**  **Mortgage/Principal Payment……………**  **Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..**  **(Please specify)** | | | | | **$ \_\_\_\_\_\_\_\_**  **$ \_\_\_\_\_\_\_\_**  **$ \_\_\_\_\_\_\_\_** |
| **CHECKING / SAVINGS** | Please debit my donation from my (check one):   * Savings Account (contact your financial institution for Routing #) * Checking Account (attach a voided check below) * The church already has my information on file | | | | | | Routing Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Valid Routing # must start with 0, 1, 2, or 3*Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chk_inf1 | | | | | | |
| 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.***

**Luther Memorial Church River Falls – Electronic Giving/ACH**

Frequently Asked Questions



Q. **What is ACH?**

A. Automated Clearing House. This is a national system used for the electronic transfer of funds from one financial institution to another.

Q. **What are the advantages of electronic giving?**

A. Electronic giving provides consistent, regular income which helps regulate the budget.

Q. **How are my contributions automatically deducted from my account?**

A. Once you complete and sign an authorization form and return it to the church office, the contribution amount you specify will automatically be transferred from your bank account to the church’s bank account on the scheduled dates.

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

A. Your bank statement gives you an itemized list of electronic transactions and the church will provide a printed statement at the end of the year listing all contributions.

Q. **What if I change bank accounts?**

A. Notify the church and we will give you a new authorization form to complete. (Please note: the church office may need up to 7 business days advance notice to change the transfer.)

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

A. You can cancel your authorization by notifying the church in writing at any time. (Please note: the church office may need up to 7 business days advance notice to stop the transfer)

Q. **How do I sign up for electronic giving?**

A. Complete and sign the authorization form and return it to the church along with a voided check or savings account deposit slip.

Q. **What if I want to make changes to my giving?**

A. Complete a new authorization form available online at LMCRF.org (scroll down to Online Giving), or at the Offering Drop Box.

Q. **How long does the authorization last?**

A. This form will remain active until you notify the office in writing of any changes.