


# ELECTRIC FUND TRANSFER "EFT"

## AUTHORIZATION FORM

FOR

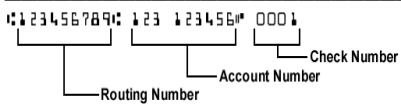
### GENERAL FUND CONTRIBUTIONS & GROCERY CARD PURCHASES

	<b>St. Luke's United Methodist Church</b> 91216851295	<b>TYPE OF AUTHORIZATION:</b> <input type="checkbox"/> New authorization information <input type="checkbox"/> Change amount(s) <input type="checkbox"/> Change date(s) <input type="checkbox"/> Change banking/credit card <input type="checkbox"/> Discontinue electronic donation
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LAST NAME <small>(Please print)</small>	FIRST NAME
ADDRESS _____ <small>Street City CO Zip</small>	

DATE FOR FIRST TRANSACTION ____ / ____ / 20 ____ <small>Mo Date Yr</small>	SPECIAL INSTRUCTIONS:
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<b>GROCERY CARDS:</b> <input type="checkbox"/> One Time Per Week on Friday <input type="checkbox"/> One Time Per Mo: Date ____ / ____ / ____ <small>Mo Day</small> <input type="checkbox"/> Two Times Per Mo: 1 <sup>st</sup> Date ____ / ____ / ____ <small>Mo Day</small> 2 <sup>nd</sup> Date ____ / ____ / ____ <small>Mo Day</small> <b>Card Type(s) and Amount (s):</b> Kings \$50 Cards \$ _____ each transaction Safeway \$50 Cards \$ _____ each transaction Tony's \$25 Cards \$ _____ each transaction	<b>GENERAL FUND:</b> <input type="checkbox"/> One Time Per Week on Friday: .....\$ _____ <input type="checkbox"/> One Time Per Mo: Date ____ / ____ / ____ \$ _____ <small>Mo Day</small> <input type="checkbox"/> Two Times Per Mo: 1 <sup>st</sup> Date ____ / ____ / ____ \$ _____ <small>Mo Day</small> 2 <sup>nd</sup> Date ____ / ____ / ____ \$ _____ <small>Mo Day</small>
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<b>CHECKING / SAVINGS</b>	Please debit my donation from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check)  <b>(Please attach a voided check for use in validating your routing and account numbers)</b>	ROUTING NUMBER: _____ <b>Valid Routing # must start with 0, 1, 2, or 3</b> ACCOUNT NUMBER: _____  
I authorize St Luke's United Methodist Church and Vanco Services, LLC 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: ____ / ____ / 20 ____ <small>Mo Day Yr</small>		

<b>CREDIT CARD</b>	Please charge my donation to my (check one): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: ____ / ____ <small>(i.e., 09 / 09) Month Year</small> Name on Card (Please print): _____ Billing Address: _____ <small>(if different from above) Street City CO Zip</small> I authorize St Luke's United Methodist Church and Vanco Services, LLC to charge my credit card in accordance with the information above. Signature (as it appears on the credit card account) _____ Date: ____ / ____ / 20 ____ <small>Mo Day Yr</small>
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**Privacy envelopes available in Narthex**  
**Please return this form to the Director of Finance for processing**

## Answers To Questions About Electronic Funds Transfer

### What is electronic donation?

Electronic funds transfer is an automatic transfer program which allows you to make donations and/or purchase grocery cards without writing checks.

### What is the advantage of electronic funds transfer?

It saves time. You also help the church stabilize its budget and save money.

### How are my electronic funds transfer automatically deducted from my account?

Once you authorize the transfer, your specified contribution or grocery card purchase is electronically transferred directly from your checking, savings or credit card account to the church's account.

### When will my donation be deducted from my account?

Vanco works back from your specified date(s) to make sure your deposit will be posted to St Luke's bank account on the date(s) you specify. They send the authorization to our bank at 3:00 PM Central Time on the 2<sup>nd</sup> business day (excluding weekends and holidays) before your specified dates.

Be aware that your deposit may be deducted from your account

a day or so before the date(s) you specify. Therefore, if your date(s) are sensitive to a particular date such as your payday you may want to select a date at least two to three days later than your controlling date. I.e., if your selected date falls on a Monday holiday, Vanco will release the request at 3:00 PM Central Time on the prior Thursday. It is possible the deduction will be made to your account on Friday even though it should be on Tuesday following the Monday holiday.

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

Since your electronic funds transfer is made at a pre-established time, you simply record it in your check register on the appropriate date.

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

Your bank or credit card statement gives you an itemized list of electronic transfers. It is your proof of donation. Also, St Luke's will provide you a giving statement at least annually.

### Is electronic donation risky?

Electronic funds transfer is less risky than check using standard checks. It cannot be lost, stolen or destroyed.

### What if I change bank or credit card accounts?

Notify the St Luke's Director of Finance and you will

be given a new authorization form to complete. (Allow 5 business days for change)

### How much does electronic funds transfer cost?

For you nothing! For St Luke's the fee is very minimal.

### What if I try the electronic funds transfer program and don't like it or need to change it for any reason?

You can cancel or change your authorization by notifying the St Luke's Director of Finance at any time..

### How do I sign up for electronic fund transfer to make my contributions to St Luke's or purchase grocery cards?

Complete and sign the reverse side of this authorization form and return it to the St Luke's Director of Finance or the church office along with a voided check or voided savings deposit slip. Envelopes are available for privacy.

### How will I receive my grocery cards?

Stop by the grocery certificate table in the Fellowship Hall area on Sunday mornings where your cards will be waiting for you. This procedure will be monitored and may be modified from time to time to better serve you. You will be notified if changes do occur. Usually, cards that are due through the following Tuesday are available on Sunday.

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## GENERAL FUND CONTRIBUTIONS AND GROCERY CARD PURCHASES