

AUTOMATIC CONTRIBUTION PLAN

Authorization form

Never write another check to ST. TIMOTHY'S LUTHERAN CHURCH! Save time and money with the St. Timothy's Lutheran Church Automatic (Recurrent) Contribution Plan. It's the safe, easy way to make your donations and keep your pledge up to date, yet avoid both the hassle of writing checks and the cost of postage. And, best of all, it's free!

How Automatic Contribution Works

You authorize a payment from your checking or savings account. St. Timothy's Lutheran Church takes care of the rest. Your contribution to St. Timothy's Lutheran Church will be made automatically, on the date(s) you specify. You may choose between the 1st and the 15th of each month, or both. If those dates fall on a weekend or holiday, the deduction will be made on the next business day. Deductions will continue until you notify us, in writing to change or discontinue your automatic deductions. You may change your deduction at any time by completing a new form. To stop a deduction, notify the church office in writing; two weeks' notice is required for any changes or to stop deductions.

You'll still get quarterly and year-end statements from St. Timothy's Lutheran Church verifying your contributions. Simply enter the total contribution in your checking or savings account register, but instead of writing a check, those contributions will be automatically deducted from your checking or savings account. Your bank statement will list all payments, including the date and the exact amount. Transactions are strictly between your bank and St. Timothy's Lutheran Church and completed over a secure network. It's safer and quicker than sending a check by mail!

How To Get Started

Complete and submit this form to St. Timothy's Lutheran Church (address on back side of form). Please enclose a voided blank check or savings slip to help us make arrangements with your financial institution. Once we have your signature and your approval, we'll put you on the road to freedom...with the Automatic Contribution Plan!

Common questions about our Automatic Contribution Plan.

Q: *What is the Automatic Contribution Plan?*

A: A plan that deducts your St. Timothy's Lutheran Church contribution automatically from your checking or savings account. You don't have to write a check!

Q: *Is there a fee or cost for participating in the Automatic Contribution Plan?*

A: It doesn't cost money, it saves you money! There is no charge for the Automatic Contribution Plan. Plus, you save on stamps, checks and envelopes.

Q: *When are the payments made from my account?*

A: You can choose the 1st and/or 15th of the month!

Q: *If I don't write checks, how do I keep my checkbook balanced?*

A: Simply deduct your contribution from your checking or savings register. You'll also see the payment on your bank statement or if you check your account online.

Q: *Without cancelled checks, how can I prove I made contributions?*

A: Your bank statement shows your automatic payment including date and exact amount. You will also receive your usual Quarterly Statements and Year-end Statement from the church.

Q: *Is automatic payment risky? I don't want mistakes made in my bank account.*

A: Automatic Payment is actually less risky than payment made by check. It can't be lost in mail, and it has a very high rate of accuracy.

Q: *Can St. Timothy's access or see what is in my personal bank accounts?*

A. Absolutely not. *We do not have access to nor can see what is in your bank account or other information.* We submit the auto deduction request through the bank's secure processing system.

AUTOMATIC PAYMENT AUTHORIZATION

I authorize St. Timothy's Lutheran Church and the financial institution named below to process debits to my account for my contributions to the GENERAL FUND unless specified otherwise below* to another fund below. This authority will remain in effect until I give reasonable notification to change or terminate this authorization.

Your Contributor/Church Envelope # _____

Name _____

Address _____

Email: _____

Name of Bank or Financial Institution _____

- Checking Account (**Attach a voided blank check**) OR
- Savings Account (**Attach savings slip**)

9-digit Banking Routing Number _____

Account Number _____

Deduction Dates and Amounts:

1st of each month \$ _____ 15th of each month \$ _____

*If you want to allocate your contribution to a fund other than or in addition to the General Fund, indicate the amount(s) and to what fund(s) you want it allocated to here: (such as Flooring Fund or ReNu) _____

Signature _____ Daytime Phone # _____ Date _____

~~ ATTACH VOIDED BLANK CHECK or SAVINGS SLIP ~~

Submit this completed and signed form to: **AUTOMATIC CONTRIBUTION
St. Timothy's Lutheran Church
825 – 51st Ave. NE
Columbia Heights, MN 55421**

KEEP THIS PORTION FOR YOUR RECORDS

I authorized St. Timothy's Lutheran Church to process debits to my checking or savings account and agree to the terms on the authorization form.

Deduction Dates and Amounts: _____ Date _____

1st of each month \$ _____ 15th of each month _____