

## **Electronic Fund Transfer (EFT) Direct Giving is now available...**

To help make things more convenient for you to financially support the parish, we have added an Electronic Fund Transfer (EFT) payment option for Sunday contributions. This offers you the opportunity to make automatic financial contribution transfers from your bank account to the parish. Electronic banking costs you nothing and provides many advantages to both you and your parish:

### **Your Benefits**

- Makes giving more convenient by automatically transferring your Sunday offering directly from your checking or savings account to the parish
- Eliminates the need for you to write checks or have cash on hand
- You can change your contribution amount or date of transfer at any time.
- It's secure and free.

### **Parish Benefits**

- Saves hours of administrative time spent processing payments.
- Stabilizes the parish budget with your scheduled contributions, no missed offerings.
- Promotes the parish mission through additional resources.

If you would like to take advantage of this new time-saving opportunity, you may pick up a *Payment Authorization Form* which provides your account information from either the narthex of church, the parish website or by stopping by the parish office. You specify the contribution amount and select either the fifth or twentieth of each month when funds will be transferred from your account. Return your completed form to the parish office or enclose your form in an envelope and drop it in the Sunday Collection Basket. Please mark on the outside of this envelope "EFT".

Answers to frequently asked questions, detailed instructions, and a sample authorization form are also attached. We thank you for your generous and continued support as we work in service to Christ and our community.

# Frequently Asked Questions and Answers

## **What is EFT or Direct Giving?**

The EFT process is the Electronic Fund Transfer of money from one account to another. By using secured software in coordination with Fifth Third Bank we can transfer funds from your account to meet your sacrificial giving needs. When amounts are withdrawn for a parishioner's sacrificial giving, that is called Direct Giving.

## **Who can participate in EFT?**

EFT can be used by any member of the Parish, you DO NOT need to be a Fifth Third Bank customer. EFT's can come from a checking or savings account and from any bank.

## **How often will the transfers be made?**

EFT's will be made **twice each month**, the fifth or the twentieth of each month. If the 5<sup>th</sup>. or 20<sup>th</sup>. falls on a weekend or a holiday, the funds will be transferred on the next banking day. EFT's will be transferred EVERY month of the year.

## **What if I want to change my amount or stop using EFT?**

The Payment Authorization Form, which is used at the time of sign up, can be re-submitted at any time to change the amount of giving, bank or bank account, or even discontinue EFT. Please note that 30 days prior written notice is required for changes to or termination of EFT.

## **I like to make donations for special or extra collections throughout the year. How will I do that?**

You will still continue to receive your envelopes which are mailed directly to you. That way, you will get all of the special envelopes that come up throughout the year.

## **I would like to be able to put something in the offering basket each week when I come to church.**

As stated above, you will continue receiving your envelopes. If you are an EFT contributor, we encourage you to check the EFT box on the front of your envelope and place your empty envelope in the offering basket as usual.

## **How do I sign up? When can I get started?**

You can sign up for EFT starting today. Authorization forms are available in the narthex of church, on the parish website or you may stop by the parish office building and pick one up. After filling out the authorization form and signing it, you may mail your completed form to the parish, drop it off at the parish office or you may choose to drop it in the Sunday offering basket. Regardless of how you choose to get it back to us, please seal your envelope and mark EFT on the outside. Remember, you have personal account information on the form. Direct Giving will begin in January.

## **How secure is the process? I don't want someone else to be able to get any of my personal information!**

We will securely keep all account information provided by individuals. **None of the information** will be given out to anyone without prior written or verbal consent from the individual. All passwords and security features for the software will be kept in a secure location. Anyone calling to check on their own transaction information will need to provide proof of identity to facilitate the security of this information. The manner in which the software works is **extremely safe** and tamper-proof. By using secure servers, access **cannot** be gained to your personal information by an outside source.

# EFT Direct Giving Instructions

## New Authorizations (initial set up)

- \* Fill in your personal information
- \* Check the box marked *New Payment from Account Specified Below*.
- \* Fill in your *Bank Name*.
- \* Check the box indicating if the amount is to be transferred from a *Checking* or *Savings* account. Be sure to attach proof of account as described in the general information above.
- \* Your *Routing Number* is the first 9 digits printed at the bottom of your checks. This is your bank's electronic address.
- \* Your *Account Number* is the next set of numbers on the bottom of your check. Do **not** put in spaces or punctuation that is shown. Be careful not to include the set of numbers farthest to the right, these correspond to your check number, and are only there to assist your bank with the checking process.
- \* The available Fund types are: *Weekly Offering, Special Offering and Other*.
- \* Check the box under *Payment Schedule* indicating if the amount is to be withdrawn monthly or one time.
- \* The *Amount* is the amount that you wish to have deducted from your checking or savings account each month and given to Ascension Parish as your offering.
- \* The *Payment Start Month* should be the first month you wish to have payments withdrawn.
- \* Check the box under *Collection Date* indicating if the amount is to be withdrawn on the 5th or the 20th of the month.
- \* Read carefully the statement on the bottom and sign and date the authorization form.
- \* Attach a voided check or savings deposit ticket to the form.
- \* Place the form in an envelope marked 'EFT' on the outside and drop it off at the POB. You may mail it to the address below or you may drop it the collection basket at Mass:

**CHURCH OF THE ASCENSION  
2025 WOODMAN DR  
KETTERING OH 45420**

## CHANGE OF ACCOUNT or AMOUNT:

- Check the box for *Change Indicated Below*. Please keep in mind that 30 day written notice is needed for any changes.
- Complete the form with the appropriate changes. See the New Authorization instructions above for detailed information.

## TERMINATION OF AUTHORIZATION:

- Checking the box for *Discontinue Electronic Funds Transfer* and signing the form will terminate your prior authorization form. Please note that 30 day written notice is required to discontinue electronic funds transfer.

**Thank you for your continued support!**

## Church of the Ascension PAYMENT AUTHORIZATION FORM

Church Name <b>Church of the Ascension</b>	
Name on the account (Print)	Account Holder's Phone #
Address	
City, State, and Zip	
I authorize the following: <input type="checkbox"/> New Payment from Account Specified Below <input type="checkbox"/> Change Indicated Below <input type="checkbox"/> Discontinue Electronic Funds Transfer from Account or Fund Specified Below.	

Account Information
<b>Bank Account Information</b>
Bank Name
Account Type <input type="checkbox"/> Checking (please attach voided check) <input type="checkbox"/> Savings (please attach deposit slip)
Routing Number
Account Number
Authorization Effective Date

Contribution Schedule				
Fund Type	Payment Schedule Monthly	Amount	Payment Starting Month (Jan. 2008 or later)	Collection Date (Withdrawal date each month)
Weekly Offering	<input type="checkbox"/> Monthly <input type="checkbox"/> One time only	\$		<input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 20th
Special Offering	<input type="checkbox"/> Monthly <input type="checkbox"/> One time only	\$		<input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 20th
Other	<input type="checkbox"/> Monthly <input type="checkbox"/> One time only	\$		<input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 20th

I authorize the above-named church to debit from the account specified on this form. This authorization will remain in effect until I give 30 days written notice for any change or cancellation to terminate authorization. I understand there will be a \$15.00 non-sufficient funds (NSF) fee charged to my account for NSF debits.

Authorized account signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check or savings deposit slip.**