

ST. MICHAEL THE ARCHANGEL OFFERS AUTOMATIC PAYMENTS

(see form at bottom of this sheet)

1) What is automatic payment?

Automatic payment is a standing arrangement with an entity such as a utility company or mortgage lender (or a Church) whereby individuals are able to pay monthly obligations by having their bank electronically transfer funds to designated payees through the Automated Clearing House (ACH). The transfers are done automatically on the same date every month. There are no checks to write or mail; the only thing you need to do is write the amount of the payment in your checkbook register.

2) What is the charge for using automatic payment?

There is no charge to use this service.

3) What are the advantages of using automatic payment?

Automatic payment offers many advantages. It eliminates the need to write a check or go on-line to use a bill paying service. Your support of St. Michael will continue even if you are out of town. Many parishioners who currently use automatic pay find that it helps them in budgeting; they simply take their annual Operations pledge and divide by 12 and have that amount deducted monthly. Their support of St. Michael continues throughout the year and there is no year-end rush to adjust for any shortfall.

4) Who would NOT be a candidate for automatic payment?

Families which depend upon variable income sources such as commissions or bonuses may find it difficult to match their income with monthly payments.

5) How do I set up automatic payment?

The service is very simple to initiate.

- a) Fill out the form on the reverse side of this announcement.
- b) Attach a voided check or deposit slip.
- c) Be sure to indicate the amount of your monthly payment, the purpose (i.e., Operations or Capital Campaign), the day of the month for the withdrawal (first business day of the month, or first business day after the 15th), and the month when you would like to start. Please allow one week to set up the withdrawal.
- d) Return the completed form to the Parish Accounting office. You will receive a confirmation letter when you initiate the service.

6) How can I still participate in the Offertory if I use automatic payment?

The Offertory is our opportunity to return the first fruits of God's blessings, and many families are reluctant to discontinue the actual placing of the envelope in the collection basket. There is an easy solution to this. Simply place the empty envelope in the basket and check the electronic funds transfer box on the outside of the envelope.

7) Will I continue to receive my monthly envelopes?

Yes. In addition to allowing you to participate in the Offertory as outlined above, the monthly packet contains envelopes for the various special collections we support during the year. They can also remind users to record the withdrawal in their checkbook.

Thank you for your generous support of St. Michael the Archangel Parish. If you have any questions about this program, please contact the Parish Accounting office at 402-3933.

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS

Name: _____

Address: _____

I (we) hereby authorize **St. Michael the Archangel Catholic Parish** to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error, to my (our) checking or savings account indicated below. I (we) also authorize the depository (Bank, Savings & Loan, etc.) named below, hereinafter called "**Depository**," to debit and/or credit the same to such account.

Depository Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Transit Routing Number: _____

Account Number: _____

Pledge to be Credited (e.g., Operations, Capital Campaign) _____

Amount to be Withdrawn: _____

Date of Withdrawal: ____ First Business Day ____ First Business Day after 15th

Month in which First Withdrawal is to be Made: _____

This authority is to remain in full force and effect until **St. Michael the Archangel Catholic Parish** and **Depository** have received written notification from me (or either of us) of its termination in such time and in such manner as to afford **St. Michael the Archangel Catholic Parish** and **Depository** a reasonable opportunity to act on it.

Date: _____

Signed: _____

Signed: _____

Attach deposit slip or voided check here