

Direct Contribution Authorization Form: Fixed Monthly Payments for Gifts

We are pleased to offer this service as a convenience to our congregation – the **Direct Contribution Plan**. You may have your contributions deducted each month automatically from your checking or savings account on a once-a-month basis. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Contribution Plan will help you in several ways:

- It saves time – fewer checks to write
- Helps pay your pledge in a convenient and timely manner – even if you're on vacation or out of town, you will continue to support the programming and works of the church
- It's easy to sign up for and easy to cancel
- You can still receive offering envelopes for special offerings or gifts, if requested below

Here's how the Direct Contribution Plan works:

You authorized monthly scheduled payments to be made from your checking or savings account. Your pledges/gifts will be paid automatically. And proof of your contribution will appear on your bank statement and on your Statement of Contributions from the church.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your pledge/contribution changes, we will need a new form completed at least 10 days before the deduction date. Your gift will be **deducted on the 15th** of each month or shortly thereafter. The Direct Contribution Plan is dependable, flexible, convenient and easy. To take advantage of this free service, complete the attached authorization form and return it to the Finance Director of First United Methodist Church.

All you need to do is:

- 1) Check the line in front of the type of account your gift will be deducted from (your checking or savings account) to indicate what account you will authorize your payment from.
- 2) Fill in your name, the amount to be deducted each month, financial institution name and location.
- 3) Attach a voided check for verification of all financial institution information.
- 4) Be sure to sign and date the form (please include your phone number!)

Please complete the information below and **attach a voided check.**

I authorize First United Methodist Church of Columbia, TN to initiate electronic debit entries to my: _____ **checking account** (or) _____ **savings account** for payment of my pledge/gift on the 15th of each month or shortly thereafter.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing with 10 days prior notice.

NAME (please print) _____ **EFFECTIVE DATE** _____

AMOUNT TO BE DEDUCTED _____

FINANCIAL INSTITUTION NAME (please print) _____

ACCOUNT NUMBER AT FINANCIAL INSTITUTION _____

FINANCIAL INSTITUTION ROUTING NUMBER _____

FINANCIAL INSTITUTION CITY AND STATE _____

Please send offering envelopes for special offerings or extra gifts (circle one): YES or NO

SIGNATURE _____

DATE SIGNED _____ **PHONE NUMBER** _____