

St. Joseph Church Authorization for Recurring Gifts to My Church Family

Print Carefully Please

Please fill out completely and sign

Name (exactly as it appears on your account) ex: John Smith

Address (exactly as it appears on your account) ex: 123 Main Street

City, State, Zip (exactly as it appears on your account) ex: Fremont, CA 94539

Phone Number Associated with Your Account ex: (510) 555-1212

Email Address ex: jasmith@aol.com

Please choose weekly or monthly amount to be transferred (please choose one):

My **WEEKLY** gift to be transferred every Monday (please check one):

\$25 \$30 \$35 \$40 \$50 \$60 Other Amount: \$_____.00

My **MONTHLY** gift to be transferred every 5th or 25th of each month (please check one):

\$100 \$130 \$150 \$170 \$220 \$260 Other Amount: \$_____.00

Option 1: Please charge my credit card or debit card:

MasterCard

Visa

Card Number:

Expiration Date:

Zip Code where card statement is mailed:

Option 2: Please have my bank transfer my gift from my account:

Checking (attach a voided check)

Savings (attach savings deposit slip)

I authorize St. Joseph Church to process my instructions indicated above. This authority will remain in effect until I give reasonable notification to terminate this authorization.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature

Date

IMPORTANT: *Please continue with your regular Sunday envelope contribution until you receive acknowledgement from our office on when the above automatic transfer will commence.*

Please return completed form to the Parish Office: 43148 Mission Blvd. Fremont, CA 94539 - or simply drop in the Sunday collection baskets. If you have any questions, please contact the Parish Office at 510-656-2364.

Questions and Answers

1. If I sign up for Electronic Fund Transfer (EFT) and my financial situation changes, can I stop my deduction?

Yes, you can stop or change your payment amount at anytime. Just call the parish office and talk to Gina Mehta at (510) 656-2364 or send her an email at ginastjoseph@yahoo.com.

2. What do I do when the collection basket gets passed?

For First Collections on Sundays: You don't have to do anything as your gift will be automatically transferred. However, you will continue to receive your first collection envelopes in the mail each month even after you sign up for EFT, and you should feel free to continue to use your envelope during mass. Simply write "EFT" on it and drop it into the collection basket as a symbol of your gift to the Church.

For Second Collections or Collections for Holy Days (such as Christmas Day for example): you should continue to use your envelope for your gift and drop it into the collection basket.

3. How do I sign-up?

All you need is a blank voided check from your checking account and a completed form indicating how much you would like to be deducted from your account. Alternatively, you can also use your credit card by filling in your credit card information on the form.

4. How will this help our parish?

By knowing what amount will come in on a regular basis, the Parish Finance Committee and the Pastor can make long-range plans to help parish ministries grow and to keep the Church buildings and facilities in good condition.

5. What are the fees for St Joseph for using EFT?

There are nominal fees charged by banks or credit card companies associated with utilizing EFT. The fees are calculated based on the number of transactions and dollar amount being transferred. As an example, if you use EFT to gift \$30.00 to St Joseph using your credit card, the net gift after fees will be \$29.02. If you use your bank account (checking or savings), the same \$30.00 gift will be \$29.45 (bank EFTs are cheaper than credit cards.) Based on our analysis as well as experience by other parishes, we believe this is a worthwhile fee to pay to help make our cash flows much more predictable and stable. EFT also reduces administrative expenses by reducing the manpower required for counting and reconciling all the cash and checks we collect.

6. How do you ensure the safety and security of the bank and credit card information?

All bank and credit card information are under lock and file in the office along with other confidential information. Only certain restricted members of the Parish staff have access to this file cabinet. The office is either staffed by our office manager, or locked when she is not physically present. No other parish staff members or volunteers handle this information at any time.