Church *Application for*
Pre-authorized Offering Program

Today, most people enjoy the simplicity and convenience of electronic payments and many churches now offer the option of pre-authorized offering through automatic monthly debit. Our organization can provide this service for FaithLife Financial members and Associates at a low cost.

Benefits

- Provides a regular, dependable flow of contributions
- Reduces paperwork and bookkeeping
- Saves administrative costs
- Reduces bank overdrafts
- People who give through automatic debit tend to be strong contributors and very few unsubscribe to the program

How to participate

- Complete the Church Application (on reverse)
- Provide a void cheque for the account to which you would like funds credited
- Ask congregational members to complete a Congregational Member Application for Pre-Authorized Offering Program (#1802A)
- Send completed applications and void cheques to Pre-authorized Offering Program, FaithLife Financial, 470 Weber St. N., Waterloo, ON N2J 4G4
- You need at least five participants to begin

FAQs

Can contributions be directed into more than one fund?

Yes. The monthly statement can list up to three different funds of your choice. For example, 1) General, 2) Programs/Building Fund 3) Other.

When are transactions processed?

Withdrawals from participants' accounts and the lump sum deposit to your church bank account takes place on the 20th of the month (or the next business day if the 20th falls on a weekend). You must notify FaithLife Financial of any changes to contributors' accounts or donation amounts by the 10th of the month.

What are the fees?

This program costs 50¢ per participant, monthly, and is capped at $45 per church/per month. Fees are deducted at the time of transfer.

Do we get a monthly "Offering Report"?

A monthly report will be sent to the church contact. This report should be compared to your bank statement to ensure the amount transferred to your church is the amount you received.

How are NSF debits and other returned items handled?

Because debits and credits occur simultaneously, the congregation will already have received funds that may not be in the contributor's account. If this happens, the contributor's record will be suspended until we are advised by the contact person as to what should be done. The church will be required to reimburse FaithLife Financial for the amount plus bank charges.

How does the participant change the contribution amount or banking information?

All changes must flow through the congregational contact person. The contact will have forms to facilitate changes, additions and deletions to the system. When there is a change of bank or account numbers, a new void cheque must be provided. All change requests must be provided in writing. To enroll new participants, we must receive original documentation.

Don't people want to place something in the offering plate?

We will supply you with small offering cards for participants to place in the offering plate. These can be recycled and kept in a central location for people to pick up when their supply runs out.

Who is responsible for receipts?

Your congregation is responsible for tax receipts.

How can we promote the Pre-authorized Offering Program?

- Take a few minutes during a church service to explain the program and the benefits to congregational members and the church. Be available after the service to answer questions.
- Enclose application forms in the order of service or bulletin at least once a year.
- Promote the program in the church newsletter, bulletin, announcements, etc.

Church Application for Pre-authorized Offering Program

Church Name ____________________

Street Address ____________________

City ____________________ Province ____________ Postal Code ____________

Telephone ( ) ____________________ E-mail Address ____________________

Contact Name ____________________

Month you would like to start Pre-authorized Offering Program ____________________

You may specify up to three funds:

1) Fund Name ____________________

2) Fund Name ____________________

3) Fund Name ____________________

To deposit funds into the Church bank account, we require the following:

Church Bank ____________________

Bank Branch Address ____________________

Account Number ____________________ Transit Number ____________________

☐ A void cheque for the church bank account to which the funds should be credited is attached.

I understand that this authorization may be cancelled or changed at any time upon written notice.

Signature of Authorizing Officer ____________________ Date ____________

Print Name ____________________ Title ____________________

Protecting your future. Living your values. Building a better world.

FaithLife FINANCIAL

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