

AUTOMATIC BANK ACCOUNT WITHDRAWAL

Automatic Debit FAQs

Why automatic debit?

Automatic debit is an easy way to give to the church with little effort. Once you sign up for auto debit, the withdrawal comes out of your bank account each month until you want to change it. If you are on vacation, unable to attend church for another reason or simply forgot your checkbook on Sunday, auto debit ensures your offering will still be received by Calvary.

How does automatic debit work?

When enrolling in automatic debit, you authorize Calvary to withdraw your tithe from your bank account. This happens through First Merchants Bank's website. We initiate the payment through a template that is stored on their site and the funds are then automatically transferred from your bank account directly into Calvary's checking account. Only the amount that you specify on your form will be deducted.

When do the debits take place?

Because we pay a small fee for each automatic debit file we send, we only process the debits 24 times a year (twice a month). The first debit happens on the 5th and the second on the 20th. You can opt for one of those dates or both.

How do I sign up?

The automatic debit forms can be found on Calvary's website under the GIVE tab. You can also request one from Shellody at sbrenton@calvaryunited.org or pick one up in the office. The form must include a voided check or a letter from your bank verifying your account number.

What if I need to make a change?

You can change the amount or frequency of the debit or cancel it completely with just an email or phone call to Shellody or by dropping a note in the offering plate marked to her attention.

First Merchants Bank offers a secure website and is FDIC insured.

*Please note that if you pledge on a weekly basis you may need to increase your auto debit amount to cover the full 52 weeks since auto debits are only processed 24 times a year (the equivalent of 48 weeks)

CALVARY UNITED METHODIST CHURCH AUTHORIZATION FOR DIRECT DEBIT

*I authorize Calvary United Methodist Church and First Merchants Bank to initiate debits from my (check one)
_____ Checking _____ Savings account.*

This authority will remain in effect until I notify Calvary in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my Calvary 5 days before my account is charged. I understand that debits will only be processed twice a month on the 5th and/or the 20th of the month, and I can choose either or both of these dates.

A voided check must be attached to this form .

Printed Name: _____

Signature: _____

Today's Date: _____ **Envelope Number** _____

My Bank's Name is: _____

My Bank's Routing Transit # is: _____

My Account Number is: _____

Date to Start Debiting My Account: _____

Debit my account the _____ **5th** _____ **20th** _____ **both**

Each account debit will be the following amounts:

General Fund \$ _____

Facilities Fund \$ _____

Mission (please name) _____ \$ _____

Mission (please name) _____ \$ _____

Mission (please name) _____ \$ _____

Total Debit Each Month \$ _____