

# Saint Thomas the Apostle Electronic Giving

## ELECTRONIC GIVING PROCESS

If you decide to participate in electronic giving, here's how the process works:

1. Complete the Electronic Giving Enrollment Form below.
2. Return the completed form to the Parish Office, along with a voided check. (We cannot process your enrollment without the voided check.)
3. Parish staff will process your request by contacting your financial institution and setting up the automatic withdrawals.
4. Your offering will be electronically withdrawn from your account and deposited into the Parish account on the 1<sup>st</sup> of each month (and on the 15<sup>th</sup>, if you choose semi-monthly contributions).
5. On your offertory envelopes, simply mark the box indicating that you give electronically and then place your envelope in the collection basket during Mass.

Please note: This program is only for regular offertory contributions. If you want to make contributions to a special program or campaign, you will need to contribute separately for these.

## ELECTRONIC GIVING ENROLLMENT FORM

### 1. Personal information

---

Last name

First name

MI

---

Address

---

City

State

ZIP

Telephone

### 2. Offertory amount

On the 1<sup>st</sup> of the month \$ \_\_\_\_\_

On the 15<sup>th</sup> of the month \$ \_\_\_\_\_

Total for the month \$ \_\_\_\_\_

Please start my deductions on \_\_\_\_\_

### 3. Authorization

I authorize Saint Thomas the Apostle Parish (1449 Wilcox Park Dr. SE, Grand Rapids, MI 49506) to automatically withdraw my pledge offering from:

---

Bank Name

I have enclosed a voided check to provide the necessary routing information. This authority will remain in effect until I notify Saint Thomas in writing to cancel, at least 1 week prior to the next withdrawal date. Semi-monthly offerings will be withdrawn on the 1<sup>st</sup> and 15<sup>th</sup> of each month; monthly offerings will be withdrawn on either the 1<sup>st</sup> or the 15<sup>th</sup> of each month (you choose).

### 4. Signature (of one of the authorized signers on account)

---

Signature

Date