



Authorization Form

FOR OFFICE USE ONLY	DONOR #	DATE
Effective date of authorization: ____/____/____ Type of authorization: <input type="checkbox"/> New authorization <input type="checkbox"/> Change donation amount <input type="checkbox"/> Change donation date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue electronic donation		
Last Name		First Name
Address		
City		State Zip
Email Address		
Date of first donation: ____/____/____	Frequency of donation: (please check one) <input type="checkbox"/> Monthly on the 1 st <input type="checkbox"/> Monthly on the 15 th <input type="checkbox"/> Bi-Weekly (every other week) <input type="checkbox"/> One Time	Amount of first donation: \$ _____
CHECKING / SAVINGS	Please debit my donation from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check below)	Routing Number: _____ Valid Routing # must start with 0, 1, 2, or 3 Account Number: _____
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization. Authorized Signature: _____ Date: _____	
CREDIT / DEBIT CARD	Card Brand (check one): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card	
	Card Number:	Expiration Date:
	Name on Card:	
	Billing Address (if different from above):	
	I authorize the above organization to process transactions in accordance with the information above. Signature (as it appears on the card): _____ Date: _____	

**If using a checking account, please attach a voided check over the credit/debit card section above.*



Electronic Contribution Questions

What is electronic contribution?

Electronic contribution is an automatic transfer program which allows you to make contributions without writing checks.

What are the advantages of electronic contribution?

It saves you time and simplifies your life! You also help the agency office stabilize its budget and save money.

How is my electronic contribution automatically deducted from my account?

Once you authorize the transfer, your specified contribution is electronically transferred directly from your checking or savings account to the agency's account.

When will my contribution be deducted from my account?

Your contribution will be deducted from your account on the dates you specify.

If I don't write checks, how do I keep my checkbook balance straight?

Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date.

Without a canceled check, how can I prove I made my contribution?

Your bank statement gives you an itemized list of electronic transfers. It's your proof of contribution.

Is electronic contribution risky?

Electronic contribution is less risky than check contribution. It can't be lost, stolen or destroyed in the mail, and it has an extremely high rate of accuracy.

What if I change bank accounts?

The agency office will provide a new authorization form for you to complete.

How much does electronic contribution cost?

It costs you nothing and saves you time!

What if I try electronic contribution and don't like it?

You can cancel your authorization for electronic contribution at any time by notifying us in writing. But, once you've enjoyed the convenience, time and money savings of electronic contribution, we doubt you'll go back to making contributions the same way you did before.

How do I sign up for electronic contribution?

Complete and sign the authorization form and return it to the agency office along with a voided check or savings deposit slip.