

AUTHORIZATION FORM FOR ELECTRONIC GIVING

St. Jude the Apostle Roman Catholic Community
 42 Dana Avenue
 Wynantskill, New York 12198

FOR OFFICE USE ONLY	ENVELOPE/DONOR #	DATE
---------------------	------------------	------

Effective date of authorization: _____

Type of Authorization form: New Authorization Change banking information
 Change donation amount Discontinue Electronic Donation

Last Name		First Name	
Address			
City		State	Zip
Please debit my donation from my (Check one) <input type="checkbox"/> Checking Account (attach a voided check below) <input type="checkbox"/> Saving Account (contact your financial institution for Routing #)		Routing Number : _____ Valid Routing # must start with 0, 1, 2, or 3 Account Number _____ 123456789 123123456789 0001 [] [] [] Routing # Account # Check #	
Frequency of Donation: ----Monthly on the 16 th of the month Effective Date of First Donation _____ / _____ 16 _____ / _____		Funds and Amount <input type="checkbox"/> Fund 1 (Regular Offertory) _____ <input type="checkbox"/> Fund 2 (Maintenance-Parish Buildings & Grounds) _____ <input type="checkbox"/> Fund 3 (School Subsidy) _____ <input type="checkbox"/> Fund 4 (Heat & Air Conditioning) _____ <input type="checkbox"/> Fund 5 (Diocesan Collections) _____ <input type="checkbox"/> Fund 6 (Friends of Fontaine) _____ <p style="text-align: right;">Total _____</p>	
Agreement I authorize the above church and Vanco Services, LLC 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. Signature: _____ Date: _____			

PLEASE ATTACH VOIDED CHECK HERE

Electronic Giving
Direction Sheet for Filling in the Application

1. After “Effective Date of Authorization”, record **the date that you are filling out the form.**
2. After “Type of Authorization Form,” check “New Authorization”.
3. **PRINT** your Last Name, First Name, Address, City, State, & Zip.
4. Check either Checking or Savings account for the account from which you want your offering to be deducted.
5. Carefully record the Routing Number and Account Number for the account you have chosen and attach a voided check to the form.
6. The frequency of the deduction is **monthly on the 16th**. Record the date of the first deduction...e.g. 2/01/2015 OR 2/16/2015.
7. Please use the **“FUND LAYOUT”** form to fill in this next section... you need to record something for each fund, even if it might be 0 for a fund. **Before you record anything for these funds, we ask you to consider whether or not you are able to increase your typical offering to the Church.** As you are aware, the cost of everything is rising and we know that this rise in cost is affecting you as well as the parish. If you are able to increase your giving to the parish, it would be appreciated.

Fund #1 (Regular Offertory). Consider what you have decided to offer for the Regular weekly collection and then multiply that by 4.25 (There are 51 weeks that fall within 12 months so $51 \div 12 = 4.25$). Record the donation for Fund #1. Remember this is deducted **once per month** and covers all the Sundays of the month.

Fund #2 (Maintenance-Parish Buildings and Grounds). Please record the amount you want deducted monthly for the upkeep of our parish facilities. This is an ongoing monthly collection we depend on to keep our buildings and grounds in excellent condition.

Fund #3 (St. Jude School Subsidy). This is a monthly deduction to help us offset the cost of the parish subsidizing the school.

Fund #4 (Heat & Air Conditioning). This is a monthly deduction.

Fund #5 (Diocesan Collection). Consider what you usually give for the diocesan collection (this fund is mandated by the diocese for each parish). These monies come to the parish and then are sent on to the appropriate office in the diocese. Record the amount for Fund #5. We recognize that you might want to increase your donation in a given month for this collection, depending upon where the collection is going. With electronic giving, however, the deduction has to be the same amount each month. If you care to increase your gift in a particular month, then we suggest you drop a check in that week’s collection for the additional amount you care to give. Using a check will insure we post your account with the extra contribution. Diocesan collections are usually monthly and include: January - Solemnity of Mary, February - Latin, Black & Native American, March -Catholic Relief, April - Holy Land, May - Eastern European, June - Catholic Communications, July - Peter’s Pence Collection, August - Catholic Home Missions, September - Catholic University, October - Mission Sunday, November - Campaign for Human Development, December - Christmas Decorations.

Fund #6 (Friends of Fontaine). Support of St. Gabriel’s School in Haiti.

NOTE#1

Christmas and Easter donations are NOT included in the Electronic Schedule. Envelopes for Christmas and Easter are mailed to every family registered in the parish. Parish Members using electronic transfer are asked to use these envelopes for these two major feast days.

NOTE #2

Envelopes for other Holy Days, All Souls Day Remembrance, Christmas Flowers and Easter flowers are NOT included in the electronic transfer schedule. Electronic givers may drop cash/check in the basket. If you use a check, then you will be credited for the donation in our database.