



Sacred Heart Church

810 South Cedar Avenue
Owatonna, MN 55060
Phone: 507.451.1588 Fax: 507.446.9979
www.sacredheartowatonna.org

For Office Use Only

Envelope Number: _____

Date: _____

Electronic Contribution Member Authorization Form

- Effective Date: _____
- New Authorization
- Change Contribution Amount
- Change Contribution Date/Frequency
- Change Financial Institution Account
- Discontinue Electronic Contribution

Name (*Please Print*): _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Adult Weekly Envelope (Regular Contributions)

- Weekly (begins on the Friday following your effective date)
- Semi-Monthly (transferred on the 1st and 15th of each month)
- Monthly (transferred on the 1st or 15th of each month)
CIRCLE ONE: 1st 15th
- Quarterly (January, April, July, & October—transferred on the 1st of the month)

Total Amount Per Contribution: _____

Special Contributions

You will receive the 33 *special contribution* (Propagation of Faith, Women's Council Dues, Building and Grounds, etc) envelopes for the year in early 2007.

Please take my contribution directly from the account specified:

- Checking Account (attach a voided check) Savings Account (attach a savings deposit slip)

Account No: _____ Routing No (between these symbols |: |:) _____

I authorize Sacred Heart Church to process debit entries to my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate this authorization.

Authorized Signature on Account: _____ Date: _____

◆ **Attach a voided check or savings deposit slip** ◆



Electronic Contributions

The Automatic Way to Make Your Contributions!

Save time, simplify your life, and support Sacred Heart! In this new millennium the Church is keeping up with the times by offering our parishioners a new way to support Sacred Heart. Our NEW electronic contributions program is an automatic funds transfer program that will allow you to make contributions without having to lift a pen to write a check or open your wallet for cash.

Answers to your questions about Electronic Contributions

Q. What is Electronic Contribution?

A. Electronic Contribution or Electronic Funds Transfer (EFT) is an automatic transfer program that allows you to make contributions to Sacred Heart without writing checks. It utilizes the same Automated Clearing House (ACH) Network used by your bank and other businesses.

Q. What are the advantages of using Electronic Contribution?

A. It saves you time and expense! It simplifies your life! Your contribution will be made if you forget to bring your checkbook or are away on vacation. It makes it easier to track your stewardship. It will mean less paperwork for you and Sacred Heart. You'll also help Sacred Heart stabilize our budget and save money.

Q. How much does Electronic Contributions cost me?

A. It costs you NOTHING! Plus it saves you time and money on bank charges.

Q. Isn't Electronic Contributions risky?

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

Q. How is my Electronic Contribution automatically deducted from my account?

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

Q. When will my contribution be deducted from my account?

A. Your contribution will be deducted from your account on the dates you specify. For example, if you select \$50 weekly, your contribution would be deducted every Friday.

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

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

Q. Without a canceled check, how can I prove I made a contribution to Sacred Heart?

A. Your bank statement will give you an itemized list of electronic transfers. It's your proof of contribution. We will also continue to post your contributions in our database and send out yearly contribution statements for your records.

Q. What if I change bank accounts?

A. Simply notify the office and we'll provide you with a new authorization form to complete.

Q. How can I sign-up for Electronic Contributions?

A. Complete the authorization form on the other side and attach a voided check or savings deposit slip and return it to the Parish Office.

Q. What if I try Electronic Contributions and don't like it?

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

For more information or questions, call the Parish Office at 507.451.1588, Monday—Friday, 8:00 a.m. - 5:00 p.m.