

## **OUR LADY OF THE ROSARY**

### **Automatic Bank Draft program for weekly or monthly contributions**

Our Lady of the Rosary Church offers automatic bank drafts for an easier, more secure way to tithe to our church. It is simply a method to enhance consistent contributions for both the benefit of the parishioner and the church.

Automatic bank drafts provide other benefits to both the parishioner and the church.

- Your intended weekly or monthly contribution will be drafted automatically from your bank account at the same time each week or the same time each month. For weekly contributors, your amount will be drafted on Monday of each week. For monthly contributors, your designated amount will be drafted on the first Monday of each month. If any Monday is a bank holiday, the money will be drafted on the next business day.
- Even though your contribution will be drafted automatically, you may change, stop, or suspend your contribution at any time. A simple phone call by an authorized person can stop the contribution immediately. A change in the amount or resumption will take a signature of an authorized person as designated by you.
- This method is even more confidential than using envelopes. Since only the church's business manager will deal with your bank, the money is automatically transferred from your bank to our bank. In the case of envelope contributions, someone has to count money from each envelope in order to record your amount.
- This method is more efficient for the church also. Rather than take a few hours to open envelopes and count money each week, our business manager can perform the bank draft procedure in under 5 minutes.
- Yearly contribution statements are not affected by this process. Statements will still be available if requested. Depending on your bank's technology, a yearly record of your contributions could be readily available to you without having to request a statement from the church.

#### **Typical Questions and Answers regarding automatic bank drafts:**

##### **Will my bank charge me for this transaction?**

All the banks we have checked with will not charge you for automatic bank drafts. The church will pay a small fee for this technology. However, the efficiency and timeliness of the process more than outweighs the cost.

##### **If I am getting envelopes now, will I still get them after I sign up for this program?**

Yes, you will still get the envelope box sets each year unless you tell us to stop. The main reason for continuing is so that you know what the intention of the 2<sup>nd</sup> collection will be.

##### **What if I am a little embarrassed that I am not putting anything in the 1st collection after we start this program?**

You may still put an empty blue envelope in the 1<sup>st</sup> collection if this is a concern. However, please write something on the outside of the envelope like "Bank Draft" or "Empty" so that the ladies who count money each week don't have to spend time opening your envelope when there is nothing in it. Of course, if you want to put a little extra that week, that would be okay with us too!

##### **Is this program intended for only envelope users?**

No. We would like you to transfer to automatic bank drafts whether or not you currently use envelopes. The original purpose of envelopes was to both remind the donor and encourage consistent contributions. Automatic bank drafts accomplish both of these objectives. So, other than being reminded of the intent of the 2<sup>nd</sup> collection, there is no need for envelopes once this program is established.

##### **What is an authorized person?**

For your security, we will ask you to list persons who are authorized to make changes to your bank draft order. There may come a time when a change needs to be made by you or someone you trust. The office will only accept orders for changes from one of the authorized persons you list. Since only one person signs the form, the "other person" will likely be your spouse. You may list additional people.

##### **Do I have to fill out a new form every year? Does this order expire?**

No. The amount you indicate on the initial form will remain in effect until you change it or request us to stop it. However, we would like you to increase your amount each year by a small percentage (like 5% - 10%) in order for us to keep up with normal inflation and increased costs to run the parish. But even in that case, some form of documentation from you will be necessary for an increase.

**Our Lady of the Rosary Church**  
**AUTHORIZATION OF ELECTRONIC BANK DRAFT**

**Please print or type**

<i>Your name</i>	
<i>Your address, city, &amp; state</i>	
I would like to contribute    \$ _____    each <b>Week / Month</b> <i>(Circle one)</i>	
<i>Name of your bank or financial institution</i>	
<i>Type of account</i>	<i>(Check one)</i> Checking            _____ Savings              _____
<i>Account number of your checking or savings account</i>	_____
<i>Bank routing number</i>	: _____  : <small>The 9 digit routing number can be found at the bottom of your check. Sometimes it is located to the left and sometimes in the middle. But it is always 9 digits and surrounded by symbols that look like this  :</small>
<i>Name(s) of person(s) you authorize to stop or suspend this order by phone or in person. Any other changes will require your signature.</i>  Do not list yourself.	

I authorize Our Lady of the Rosary Church and the financial institution named above to initiate entries to my checking / savings account each week or month as designated by me. Weekly drafts will take place on Monday. Monthly bank drafts will take place on the first Monday of each month. If Monday is a bank holiday, the draft will take place on the next business day.

I understand that if I would like to stop or suspend this order, I can do so by calling the Church's business office Monday through Friday from 8 AM - 12noon and 1-4 PM except holidays. The stop or suspension order will take effect immediately upon receipt.

The effective date of this order will be the first Monday once the form is turned into the office.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Optional: You may attach a voided or blank check so that we can verify the information you provided. A copy of this form and check will be provided if requested. If you have any questions, call Lisa Danos at the parish office at 693-3433.

**Please mail or bring this form to the Church office for processing**  
**P.O. Box 10, Larose, LA 70373 -- Attn: Lisa Danos**