

**ST. MARGARET OF SCOTLAND CATHOLIC CHURCH**

**ACH AUTHORIZATION FORM**

I/we hereby authorize St. Margaret of Scotland Catholic Church hereinafter called St. Margaret's to initiate debit entries to my (our)  Checking Account /  Savings Account (select one) indicated below, at the depository financial institution names below, hereinafter called DEPOSITORY, and to debit the same to such account on the \_\_\_\_\_ day of every month. I/we acknowledge that the origination of ACH transactions (automatic debits) to my/our account must comply with the provisions of U.S. law.

Depository  
Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(ABA) Bank Routing  
Number \_\_\_\_\_ Account Number \_\_\_\_\_

I/we authorize St. Margaret of Scotland to charge my/our account on the \_\_\_\_\_ day of each month, in the amount of \$ \_\_\_\_\_.

This authorization is to remain in full force and effect until St. Margaret of Scotland's written notification from me (or either of us), of my change in amount or termination in such time and in such manner as to afford St. Margaret's and DEPOSITORY a reasonable opportunity to act on it.

**This authorization must include a voided check if debit amount is coming from a checking account.**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

*If the bank account is in the name of more than one person, both must sign)*

Phone # \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: ALL WRITTEN DEBIT AUTHORIZATIONS MUST PROVIDE THAT YOU, THE CUSTOMER, MAY REVOKE THIS AUTHORIZATION ONLY BY NOTIFYING ST. MARGARET OF SCOTLAND IN THE MANNER SPECIFIED IN THIS AUTHORIZATION.**

## **ST. MARGARET OF SCOTLAND CATHOLIC CHURCH**

**St. Margaret's offers ACH for our parishioners. Essentially this is the same process many parishioners use for automatically paying their recurring monthly bills. This service will provide our families with additional flexibility and help to reduce the costs of printing weekly collection envelopes.**

**Following are the specifics of how our program will work and how you sign-up:**

- 1. ACH Application forms should be completed and returned to St. Margaret's Parish Office. Additional application forms are available in the gathering space or from the parish office.**
- 2. Two options are available for the date of your monthly offering – either the 1<sup>st</sup> of the month or the 15<sup>th</sup> of the month. This recurring monthly payment will cover all weekly offertory amounts for a given month.**
- 3. Please allow up to 4 weeks for the processing of each enrollment form. Once the ACH set-up process is complete, a parish staff member will contact each applicant directly to confirm the date that your first ACH payment will occur.**
- 4. If you are a current envelope user you will continue to receive monthly offertory envelopes, including envelopes for Special Diocesan collections and the monthly Building Maintenance until the program is fully implemented.**
- 5. You can cancel your ACH payments at any time by contacting Tina Maichle in the Parish Office at 302-834-0225.**

**Please note that confidentiality is a key concern for St. Margaret's and all information provided in the ACH application form will be kept strictly confidential and secured appropriately once your account has been set up.**