

# Charge and Auto Debit Authorization Form

Name (Please Print)

Address:

Phone: -- Parish ID. #

## Credit Card Charge:

Master Card;  Visa;  American Express;  Discover

Credit Card Number:

Code:  Expiration Date:

Please charge my account \$ \_\_\_\_\_ (minimum - \$25) per month.

Beginning \_\_\_/\_\_\_/20\_\_\_ Ending \_\_\_/\_\_\_/20\_\_\_

This amount should be used for:

Sunday Collection \_\_\_\_\_  
School Tuition \_\_\_\_\_  
R.E. Tuition \_\_\_\_\_  
Debt Reduction \_\_\_\_\_  
Before & After School Care \_\_\_\_\_

I (we) authorize St. Margaret Mary Church/School to initiate charge entries to our charge account indicated above. This authority is to remain in full force and effect until St. Margaret Mary Church/School has received written notification from me (either of us) of its termination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Check or Saving Account Debit:** I (we) authorize St. Margaret Mary Church/School to initiate debit entries to our checking account indicated below and the institution named below, hereinafter called "Institution to debit the same such account. I (we) further authorize St. Margaret Mary Church/School to initiate credits to my (our) account to correct any errors, and the "Institution" to initiate any such corrections to my (our) account. This authority is to remain in full force and effect until St. Margaret Mary Church/School and "Institution" has received written notification from me (or either of us) of its termination in such time and in such manner as to afford them a reasonable opportunity to act on it prior to depositing to the account.

Institution (Bank) Routing Number:

Personal Bank Number:

Please debit my account \$ \_\_\_\_\_ (minimum - \$25) per month.

Beginning \_\_\_/\_\_\_/20\_\_\_ Ending \_\_\_/\_\_\_/20\_\_\_

This amount should be used for:

Sunday Collection \_\_\_\_\_  
School Tuition \_\_\_\_\_  
R.E. Tuition \_\_\_\_\_  
Debt Reduction \_\_\_\_\_  
Before & After School Care \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions feel free to ask anyone in the front office or call Clare Titus at 847-658-6071 11/2010

# Credit Card Charges

And

## Automatic Check Withdrawal

### Purpose

Since many people make all their payments electronically, we saw a need to add this form of payment as a way for people to make their Sunday offering, pay tuition and make other charitable donations. In our electronic world donations to charity and payment of bills can be done by credit card and by automatic debits from their checking and/or savings account.

While this service is not used in many parishes, we believe that many parishioners have experience with this type of transaction for mortgages, utility and other items demanding regular payments. This service will provide a convenience to the families, a bit of simplification in your life style, and bring a more consistent income to the parish.

It will also help the parish practice better stewardship of her resources. It saves us time in the office.

### Clarifications

All transactions must be at least \$25 or higher. Transactions will be monthly.

### Instructions

To participate, everyone must fill in the upper portion of the Authorization Form (reverse side of this sheet). If you are using the credit card, then fill out only the credit card section. The Bank routing number in the check debit is on your check or bank statement as is the personal bank number. If in doubt, put the two numbers down and we will figure it out for you. Please be sure to **sign the section that you are using**.

Read the fine print. It is not meant to confuse you, but we want you to be clear about what you are asking us to do. Put the form in the collection: or mail or take it to the front office.

When you want to change or stop this service, you need only fill out another form, which you can get the parish office.

If you have any questions feel free to ask anyone in the front office 847-658-7625 or call Clare Titus at 847-658-6071.