

## **INSTRUCTIONS FOR ELECTRONIC PLEDGE CONTRIBUTIONS**

The Delaware County Bank is providing us with the electronic tools and accounts, ACH (Automated Clearing House) to perform electronic pledge contributions. Our Church will have complete control of the program and information.

Print page two, fill it out and return it to the office in an envelope to the **attention of the Financial Secretary.**

Decide if you wish to have electronic pledge payments performed monthly or quarterly. In the past if you've made your contribution on a weekly basis remember that some months have five weeks.

Next determine the amount you wish contributed to each of the three fund categories.

Fill in the name of your Financial Institution, transit or routing number and the account number you wish the debit to occur from. Please identify if the account is a checking or savings account.

Then select the first month you wish the debits to begin and then select an end date. Hopefully you'll select Jan 2007 to start and Dec 2007 to end. However you can join the program at any time.

Please attach a voided check from the account you wish the debits to be taken from.

Once we start the process, remember you can make changes during the year, amounts and end date. The one thing we do not want to change is the frequency of the debits, (monthly, quarterly)

Your account will be debited on the fourth Monday of the month or quarter. Please give us advance notice, by the third Monday of the month or quarter, in writing of any changes you want made to your information.

# TheBank

THE DELAWARE COUNTY BANK & TRUST

Real People.  
Smart Banking.

M E M B E R F D I C

## AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I (We) hereby authorize Harlem Road Church to initiate debit entries to my (our) account indicated below and the depository named below, here in after called FINANCIAL INSTITUTION, to debit the same to such account, monthly \_\_\_\_ or quarterly \_\_\_\_ for:

General Fund \$ \_\_\_\_\_

Capital Campaign \$ \_\_\_\_\_

Parsonage \$ \_\_\_\_\_

I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Financial Institution Name \_\_\_\_\_

Transit/ABA# \_\_\_\_\_ Account# \_\_\_\_\_

Type of account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

This authority is to remain in full force and effect until Harlem Road Church has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Harlem Road Church and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM**