

ACH GIVING MEMO

FROM: The Finance & Property Commission

As the Finance & Property Commission, we've received a number of requests for the ability to make automatic donations to the church without needing to write checks. We have partnered with our bank to provide this opportunity, called ACH Giving.

This functionality is completely optional. You may continue to make donations via check or cash. The attached document explains the process in more detail and includes a form for you to fill out and return if you would like to begin to make donations via ACH.

ACH Giving is most helpful when you would like to make a donation of the same amount every week, every two weeks, or every month. If the amount you would like to donate varies each time, but you would still like to make your donations electronically, you may want to look into your bank's Bill Pay functionality.

If you sign up for ACH Giving, and you would also like to make one-time donations for special purposes, you can continue to make these by cash or check, or simply fill out a One-time ACH Giving form to make the donation. You will receive a receipt at the end of the year for all forms of donations.

If you have any questions about the process, please feel free to contact Debby Hershberger, Sheldon Maust, Chris Yoder, or anyone on the Finance & Property Commission. Thank you again for your support of the church.

CHERRY GLADE MENNONITE CHURCH

WHAT IS ACH GIVING?

ACH stands for the Automated Clearing House. This is a nationwide network system used for electronic transfer of funds from one financial institution to another. This is an automatic program which allows you to make contributions without writing checks.

HOW DOES THIS WORK?

After the ACH form is completed and turned in to the church, the church will initiate the electronic funds transfer from the giver's account into the church account. This can be used for recurring weekly, bi-weekly, or monthly transfers.

Please remember to record these automatic transactions in your check register.

WITHOUT A CANCELED CHECK, HOW CAN I PROVE I MADE A CONTRIBUTION?

You will receive a receipt at the end of each year detailing your contributions.

WHAT IF I CHANGE BANK ACCOUNTS?

Notify us and we will give you a new authorization form to complete.

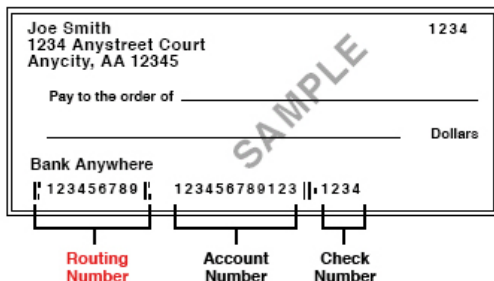
WHAT IF I WANT TO DISCONTINUE ACH GIVING?

You can notify us in writing at any time to cancel your authorization. Please allow 7 days before you want to cancel the authorization.

HOW DO I SIGN UP?

To take advantage of the ACH giving service, please complete, sign, and return the ACH Debit Authorization Form to the Church Treasurer. Please include a copy of a voided check or deposit slip.

SAMPLE CHECK:



AUTHORIZATION FOR ACH GIVING (ACH DEBITS)

I (we) authorize Cherry Glade Mennonite Church ("CGMC") to electronically debit my (our) account, (and, if necessary, electronically credit my (our) account to correct erroneous debits as follows:

Checking Account / Savings Account (select one) at the depository financial institution named below. I (we) agree that ACH transactions I (we) authorize comply with all applicable law.

Name of Financial Institution where funds are coming from _____

Routing Number _____ Account Number _____

Amount: \$ _____ Start Date: _____

Apply to: General Budget Building Fund _____

Frequency of debit(s):
_____ Weekly _____ Bi-Weekly _____ Monthly

I (we) understand that this authorization will remain in full force and effect until I (we) notify CGMC in writing, by phone, or in person that I (we) wish to revoke this authorization. I (we) understand that CGMC requires at least 7 days prior notice in order to cancel this authorization.

Name(s) _____
(Please Print)

Signature(s) _____ Date _____

FOR CHURCH USE ONLY

Note: Signed authorization must be retained for a period of two years following the termination of revocation of the authorization.

Date Received _____ Processed by _____