

***Direct Payment Authorization Form — Electronic Giving***

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

New Authorization       Change in Authorization Amount       Change in Account Information

**Instructions**

1. Review the name and address information and make any necessary corrections.
2. Mark whether this is a new authorization, a change in authorization amount, or change in your account information.
3. Select giving frequency and enter a start date if other than January 1, 2018. If selecting monthly, make sure to check which date you want the transaction made (the 1<sup>st</sup> or the 15<sup>th</sup>).
5. Designate if the contribution is to come from your checking or savings account and enter the appropriate routing and account numbers.
6. Sign on the authorized signature line.
7. If this is a new authorization or change in account type, ATTACH A VOIDED CHECK OR SAVINGS DEPOSIT SLIP.
8. Return this form by either dropping it into the collection basket or mail it to Gesu Parish, 1210 W. Michigan, PO Box 495, Milwaukee, WI 53201-0495.

If you have any questions about the Direct Payment Program or this form, please call Jane at (414) 288-6851.  
 Direct Payments will be automatically deducted from your checking (or savings) account until you notify us to stop (via this form).

**FREQUENCY**

**AMOUNT:** \_\_\_\_\_

- Weekly (will be transferred on Mondays)
- Semi-monthly (will be transferred the 1<sup>st</sup> & 15<sup>th</sup> of each month)
- Monthly (will be transferred on either the 1<sup>st</sup> or 15<sup>th</sup> of the month – please indicate your choice below)
  - Transfer on the 1<sup>st</sup>     Transfer on the 15<sup>th</sup>

**START DATE:** \_\_\_\_\_ If no start date is filled in, the first deduction from your account will be on the first applicable business day of 2018.

Please deduct my contribution to Gesu Parish directly from my:

Checking Account (Attach a VOIDED check)

Routing Number: \_\_\_\_\_ Checking Account Number: \_\_\_\_\_

**OR**  Savings Account (Attach a VOIDED deposit slip)

Routing Number: \_\_\_\_\_ Savings Account Number: \_\_\_\_\_

*I authorize Gesu Parish and Vanco Services, LLC to process debit entries to my account listed above. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notice in writing to terminate this authorization.*

**Authorized signature on my account:** \_\_\_\_\_

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

## *Frequently Asked Questions About Direct Payment/Electronic Giving*

1. **What is Direct Payment/Electronic Giving?** Electronic giving is a direct debit program whereby your contribution is debited automatically from your checking or savings account.
2. **What are the advantages of Electronic Giving?** It makes it easy to fulfill stewardship commitments, even when you cannot attend Mass. You never have to bring cash or checks to Mass. Giving electronically also helps Gesu save money and improve its budget.
3. **What if I change bank accounts?** Notify Gesu and we will give you a new authorization form to complete. Or, you can print an authorization from Gesu's website: [www.gesuparish.org](http://www.gesuparish.org).
4. **How can Gesu automatically deduct contributions from my account?** Once you complete and sign an authorization form and return it to us, the contribution amount you specify will automatically be transferred from your bank account to Gesu's bank account.
5. **When will my contribution be deducted from my account?** Your electronic contribution will be debited on the date you specify on the authorization form.
6. **Can I change the amount of my gift? What if I want to stop giving in this way?** You can change the amount you want to give or cancel at any time by completing a new authorization form. We need to have the authorization form in our office three business days before the date of the change.
7. **Is there a risk in making electronic contributions?** No. An electronic contribution is safer than writing a check; it can't be lost, stolen, or destroyed in the mail. Plus, electronic contributions have an extremely high accuracy rate.
8. **How do I keep a record of the amount I have contributed?** Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date. Electronic contributions are also recorded for you on your bank statement.
9. **Without a canceled check, how can I prove I made my contribution?** Your bank statement gives you an itemized list of electronic transactions. It is your proof of contributing.
10. **How often would I give?** That's your choice. You can give weekly, bi-monthly (twice a month) or monthly.
11. **How do I sign up for electronic giving?** Complete and sign the authorization form and return it to Gesu along with a voided check or savings deposit slip.