

## **Recommendation for Parishioners to use Automated Donations**

Holy Spirit Finance Council is recommending that its parishioners consider the use of automated donations as a safe, easy, and flexible way to support the Parish. In addition to the other benefits, the use of automated donations could save the church up to \$3600/year in printing and mailing costs along with countless volunteer hours processing the weekly envelopes.

It is important to note that automated donations are easy for the Donor and offer complete flexibility to change or discontinue donations. In fact, most parishioners already use automated bank and credit card payments for many of their repetitive payments (like utility bills and health club memberships).

To facilitate the use of automated donations by as many parish families as possible, the Church offers three options:

- ACH (Automatic bank withdrawal) – allows you to designate a certain amount to be withdrawn from your checking or savings account and transferred to Holy Spirit. Simply complete the bottom portion of this page, attach a voided check, and return to Holy Spirit at 620 E. Kimberly Ave., Kimberly, WI 54136.
- Bill Pay — allows you to process a repetitive payment using your bank or private party “bill pay” system by simply identifying that the payments will be made to Holy Spirit Parish, 620 E. Kimberly Ave., Kimberly, WI 54136.
- Credit Cards – allows you to make repetitive or one-time donations using your Visa, MasterCard, Discover, or American Express cards. Simply visit the church website at [www.holyspirit-parish.org](http://www.holyspirit-parish.org) to set up your credit card payment(s) using PayPal.

If you have questions or concerns about signing up for automated donations, please contact Joan Boots at 788-7640.

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### **Automatic Withdrawal Authorization Form**

New                       Change                       Cancel

I authorize Fox Communities Credit Union / Holy Spirit Parish

To debit my             Checking                       Savings (please check one)

Monthly on the 1<sup>st</sup>             Monthly on the 15<sup>th</sup>             Weekly on Friday

In the amount of \$\_\_\_\_\_ with a start date of \_\_\_\_\_

Name on Account: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

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

**\*Please provide a voided check if account is a checking account.**

**The voided check is preferred for accuracy but not required.\***

This authorization will remain in effect until Fox Communities Credit Union or Holy Spirit Parish is notified in writing, in such time as to afford Fox Communities Credit Union a reasonable opportunity to act on it. In case of error, Fox Communities Credit Union must be contacted no later than 60 days after you receive your financial statement on which the error appeared.

Signature: \_\_\_\_\_

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

## **Automated Donations Options and Frequently Asked Questions**

### **Options for Automated Donations**

To facilitate the use of automated donations by as many parish families as possible, the Church offers three options:

- ACH (Automatic bank withdrawal) – allows you to designate a certain amount to be withdrawn from your checking or savings account and transferred to Holy Spirit. Simply complete the form on the back of this page, attach a voided check, and return to Holy Spirit at 620 E. Kimberly Ave., Kimberly, WI 54136 or drop in the weekly collection basket.
- Bill Pay – allows you to process a repetitive payment using your bank or private party “bill pay” system. Set up is easy. Simply identify the amount and frequency of payments to be made and indicate that the payments will be made to Holy Spirit Parish, 620 E. Kimberly Ave., Kimberly, WI 54136. If your bill pay system requires additional information, the parish’s bank account is at Fox Communities Credit Union routing #275977256; the parish phone number is 788-7640.
- Credit Cards – allows you to make repetitive or one-time donations using your Visa, MasterCard, Discover, or American Express cards. Simply visit the church website at [www.holyspirit-parish.org](http://www.holyspirit-parish.org) to set up your credit card payment(s). The credit card payments are processed securely through PayPal. The website allows you to select a weekly or monthly repetitive donation in various amounts.

### **Frequently Asked Questions**

#### **If I have any problems in setting up my automated donations, who do I contact?**

Please contact Joan at 788-7640.

#### **How do I change or stop my automated donations?**

It is very easy to change or stop your automated donations. For ACH donations, simply complete the ACH form (on the back of this page or download from church website) and return to the parish office. For Bill Pay, please contact your bank. For Credit Cards, please contact PayPal.

#### **Will the parish automatically stop sending me envelopes when I sign up for automated donations?**

If you choose ACH donations, the Parish will automatically stop sending envelopes. If you sign up for Bill Pay and Credit Card donations, please contact the parish office at 788-7640 and advise them that you no longer need the weekly envelopes.

#### **What if I want to use automated donations but still want to put something in the collection basket at Church?**

At the entrance of church or in the pews, you will find a small paper which indicates that “My gift is done electronically”. Feel free to take one of these and drop it in the basket.

#### **Will my automated donations be included in my year-end tax statement?**

Yes, the parish will include automated donations in your year-end tax statement.

#### **How much money will the Parish save through the use of automated donations?**

The parish currently spends over \$3600 per year printing and mailing the weekly envelopes. This expense can be eliminated or dramatically reduced through the use of automated donations.

#### **What if I am not comfortable using automated donations?**

We recognize that automated donations are not for everyone. If you prefer to continue to use the weekly envelopes or simply to donate as you are able to in the collection basket, please feel free to continue these practices.