

## FREQUENTLY ASKED QUESTIONS ABOUT ELECTRONIC CONTRIBUTION

<b>What is Electronic Contribution?</b>	Electronic Contribution is an automatic transfer from your checking or savings account directly to the St. Martin Parish. This type of transaction is called an ACH transaction, which stands for Automated Clearing House.
<b>How do I sign up for Electronic Contribution?</b>	Complete and sign the authorization form that you will find on the parish website <a href="http://www.stmartinjc.org">www.stmartinjc.org</a> and return it to the Rectory for processing.
<b>What are the advantages of Electronic Contribution?</b>	It's simple, easy and saves you time. You will also help the parish in future budgeting and planning for parish and school needs. It will save everyone time and effort.
<b>How will Electronic Contributions be deducted from my account?</b>	Once you complete the authorization form, your authorized amount will be automatically deducted from your checking or savings account and transferred directly to the parish account.
<b>When will my contribution be deducted from my account?</b>	All deductions will occur on a monthly or semi-monthly basis on the 5 <sup>th</sup> and 20 <sup>th</sup> , or the next business day should they fall on a weekend or holiday.
<b>Without a cancelled check, how do I prove I made a contribution?</b>	Your bank statement will give you an itemized list of all electronic transfers. You should see a description on your statement that reads St, Martin Parish. The Parish will also still prepare your annual contribution statement for tax reporting purposes.
<b>If I don't write checks, how do I keep my checkbook balance straight?</b>	Your contributions will be made on a preset date (5 <sup>th</sup> and/or 20 <sup>th</sup> ) each month; this will enable you to record those entries on a timely basis to keep your check register up to date.
<b>I like to give to the special collections through-out the year. How will I do that?</b>	You are encouraged to still use your envelopes for any special collections. The monthly or semi-monthly electronic transfers are for your regular parish contribution amounts only.
<b>Is Electronic Contribution Risky?</b>	Electronic Contribution is less risky than checks. It cannot be stolen, lost or destroyed in the mail, and electronic contribution has a very high rate of accuracy.
<b>What if I change banks?</b>	Please contact the rectory or print a new authorization form from our website. Upon receipt of the new form your information will be updated on the next monthly file.
<b>How much does Electronic Contribution Cost?</b>	It will cost you nothing and will save you time and checks!
<b>What if I try it and I don't like it?</b>	You can cancel your authorization at anytime by notifying the Rectory in writing. However, we are confident that once you have enjoyed the convenience of ACH you will not want to go back to the old way!
<b>PLEASE FEEL FREE TO CONTACT TASHA REINKEMEYER IF YOU SHOULD HAVE ANY QUESTIONS REGARDING ACH TRANSACTIONS, 584-3307</b>	<b>PLEASE KEEP IN MIND THAT SIGNING UP FOR ELECTRONIC CONTRIBUTIONS IS COMPLETELY VOLUNTARY.</b>

