

AUTHORIZATION FORM



Name of the organization: **St. Mark Lutheran Church**

FOR OFFICE USE ONLY	ENVELOPE/DONOR #	DATE
Effective date of authorization: ____/____/____ (date you want to begin giving)		
Type of authorization: <input type="checkbox"/> New authorization <input type="checkbox"/> Change donation amount <input type="checkbox"/> Change donation date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue electronic donation		
Last Name		First Name
Address		
City		State Zip
Email Address		
DATE OF FIRST DONATION: ____/____/____	FREQUENCY OF DONATION: <input type="checkbox"/> Weekly – Mondays <input type="checkbox"/> Monthly on the 1 st <input type="checkbox"/> Monthly on the 15 th	FUNDS: <input type="checkbox"/> General/Operating <input type="checkbox"/> Other _____
		AMOUNTS: \$ _____ \$ _____ Total \$ _____
CHECKING / SAVINGS	Please debit my donation from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check below)	Routing Number: _____ <i>Valid Routing # must start with 0, 1, 2, or 3</i> Account Number: _____
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.	
Authorized Signature: _____		Date: _____

Your transaction will post to your Account 2 working days AFTER your requested transaction date.

Day 1	Day 2	Day 3
Vanco processes transactions at 3pm CT each business day. After the transactions process, they are sent via file to the FED and routed on to the Account Holder's financial institution.	The transaction is now at the Account Holder's financial institution but it will not post to their account until day 3. You can also process transactions this day to post the following day but you will be charged an additional \$0.25 per transaction when you process on day 2.	The transaction will post to both the Account Holder's and Your organization's account.

***Cancellations of donation can be done up to 2 days prior to your Transaction date.**

If using a checking account, please attach a voided check to the bottom of this page