

# ELECTRONIC FUND TRANSFER REQUEST FORM

## Otterbein Church and Ministry Center

Have you ever considered contributing to Otterbein Church by way of electronic transfer of funds from your bank or credit union to the church bank? Here is an easy way to go about accomplishing this.

1. Fill out the special authorization agreement as provided by Otterbein Church. You can electronically transfer funds to Otterbein Church monthly or semi-monthly. Transfers are made either on the fifth or the twentieth day of each month.
2. Attach a **voided check** from your account to the authorization agreement.
3. Turn in the authorization agreement and a voided check to the church. You can do this by mail (Otterbein Church, 801 Park Street, Waynesboro, PA 17268) or by placing the agreement and check in an envelope and placing it in the offering plate during one of the worship services. Allow at least 2 weeks for transfers to begin. This agreement may be increased, decreased or terminated at any time by written notification or Email. Please allow two weeks to process your request.

### AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED PAYMENTS

*Please note: If you currently participate and your bank/credit union information has not changed, you do not need to provide the routing or account number, simply provide the updated amount. If you have no change, the electronic debit will continue without interruption.*

I (we) hereby authorize Otterbein Church and Ministry Center of Waynesboro, Pennsylvania to initiate debit entries to my (our) checking account indicated below and my (our) financial institution name below to debit the same such account.

Routing Number \_\_\_\_\_ Account # \_\_\_\_\_

Your Email \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

This agreement is to remain in full force and effect until Otterbein Church and Ministry Center of Waynesboro, Pennsylvania has received **written** or **email** notification from me (or either of us) of termination or modification of the agreement in such time and in such manner as to afford Otterbein Church and Ministry Center of Waynesboro and its bank a reasonable opportunity to act upon it. I understand Otterbein Church is not responsible for any financial-institution-related fees. I (we) will contact my financial institution if I (we) have any questions.

*Please Print:*

Name(s) \_\_\_\_\_

- I (we) wish to contribute my/our offerings to the church by way of electronic transfer of funds
- I (we) wish to update an existing electronic transfer

My (our) contribution will be:

\$ \_\_\_\_\_ per month, electronically transferred on (please check one)

- the fifth day of each month, or
- the 20<sup>th</sup> day of each month

**OR**

\$ \_\_\_\_\_ twice monthly, electronically transferred on both the fifth day and the 20<sup>th</sup> day of each month

Begin my (our) electronic transfer on \_\_\_\_\_ (allow 2 weeks to process).

My electronic transfer total amount should be divided as follows:

- General Fund \$ \_\_\_\_\_
- Moving Beyond Our Walls/Building Fund \$ \_\_\_\_\_
- Missions \$ \_\_\_\_\_

Signed X \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

(if joint checking account, both parties must sign)

