

## AUTHORIZATION FOR DIRECT PAYMENT

I authorize Saint Olaf Catholic Parish and the financial institution named below to initiate entries to my checking/savings account. This authorization will remain in effect until I notify St. Olaf orally at 715-832-2504 ext. 101 or in writing to PO Box 1203, Eau Claire, WI 54702-1203, to cancel it in such time as to afford them a reasonable opportunity to act on it.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Please deduct \$ \_\_\_\_\_ per month from my

Checking Acct.       Savings Acct.

Beginning the month of: \_\_\_\_\_

Account #: \_\_\_\_\_

***(Please attach a voided check to this form.)***

Please put

\$ \_\_\_\_\_ Adult Stewardship

\$ \_\_\_\_\_ Debt Retirement

\$ \_\_\_\_\_ Works of Charity & Service

Total \$ \_\_\_\_\_

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

For more information contact  
Saint Olaf Catholic Parish  
715-832-2504 ext. 101



**A Testament to Christ**

**DIRECT  
PAYMENT**



**YOUR  
MONTHLY  
GIFT**

*St. Olaf Parishioners have the option of giving their stewardship (weekly adult envelopes) to St. Olaf Catholic Parish without writing out a check. This is done through Direct Payment.*

## **WHY USE DIRECT PAYMENT?**

Everyone benefits! As a parishioner, you won't have to worry about your monthly stewardship while on vacation or out of town. You will save money on checks and check fees, improve your budgeting, and save time balancing your account statement.

St. Olaf will benefit by receiving a steady monthly income from the parish community. The parish office will be able to process payments more efficiently and actually reduce operating costs by eliminating the printing and mailing of your monthly envelopes.

Currently 10% of the parish already enjoys this method of giving and you are invited to give it a try.

## **WHAT IS DIRECT PAYMENT?**

Direct payment is an efficient electronic payment alternative to paper checks or cash. When you use direct payment, you authorize St. Olaf to electronically collect a pre-authorized amount from your checking or savings account to pay your monthly stewardship. So instead of writing a check each week, your stewardship will be automatically paid for you on the 5th of each month. It's that simple.

## **HOW DO I GET STARTED?**

It's easy! Complete the written authorization form on the reverse side of this form, attach a copy of a voided check from your checkbook and return it to the parish office.

## **HOW IS MY DONATION PAID?**

On the 5th of each month, St. Olaf's financial institution will instruct your financial institution to deduct the amount pledged from your account. Your financial institution will then withdraw that amount and forward it electronically to St. Olaf's account.

## **CAN I CHANGE MY MONTHLY GIVING AMOUNT?**

Yes. If you would like to increase, decrease or discontinue your monthly giving, you simply complete a new Direct Payment Authorization form which will be available at the parish office.

## **CONFIDENTIAL & SAFE**

The only information available to St. Olaf is on the authorization form at the end of this pamphlet. The Parish office will not have access to your account balance nor any other information maintained by your financial institution.

## **HOW DO I VERIFY MY MONTHLY GIFT?**

Your monthly transaction will appear on the monthly statement from your financial institution. Your statement will indicate the payment date and amount that St. Olaf received. If you dispute any of these transactions, please contact your financial institution immediately.

You will also receive an annual tax statement from the parish office in January.

## **CAN I STOP A PAYMENT?**

Yes. Simply notify St. Olaf Catholic Parish orally or in writing three business days before the scheduled payment date.

# **DIRECT PAYMENT MAKING YOUR GIVING GO FURTHER!**