

Pre-Authorized Payment Plan – What is it All About?

Dear parishioner,

Thank you for your ongoing support, both spiritually and fiscally, to St. Philip Parish. It is only through your generosity and support that we are able to have a vibrant and healthy parish community within a beautiful church, hall and rectory that are well cared for and well maintained.

Today we are launching a campaign to ask all parishioners, as contributors to St. Philip Parish, to consider a monthly or bi-weekly 'Pre-Authorized Payment Plan' through your bank rather than the weekly use of envelopes or cash contributions. The Pre-Authorized Payment Plan has several benefits for you and for our church.

For you, a Pre-Authorized Payment Plan will

- eliminate the need for and possible expense of writing cheques
- ensure your donation continues, even during the summer months or vacation get-a-ways
- provide for easy confirmation of your year-end tax receipt
- allow for flexibility to your donation (you decide how much of your donation goes to the general fund and how much to the renovation fund)
- allow you to donate when it suits your bank account best - on the 1st of the month, the 15th of the month, or split your donation between both!
- demonstrate your commitment to your parish through a year-round plan

For St Philip Parish, a Pre-Authorized Payment Plan will

- provide for reliable and regular giving, helping to reduce seasonal fluctuations
- allow the parish to more effectively budget and plan
- simplify and ease the weekly collection counting process
- allow the parish to continue the ministry and worship that you value

A Pre-Authorized Payment Plan can be discontinued or modified by you at any point in the future by simply contacting the Parish office. Even though you will be using the Pre-Authorized Payment Plan, you will still receive a box of numbered envelopes in case you wish to donate to the special collections for the Church (Easter, Christmas, Flowers, Cemetery, etc) and for the Diocese (Pastoral Works, Holy Land etc).

At Mass, some people may feel uncomfortable about having the basket pass by without placing a donation in the collection. Accordingly, many Parishioners elect to mark 'Pre-Authorized Payment Plan' on their weekly envelope and place it in the collection basket . . . this is fine!

To start a Pre-Authorized Payment Plan, complete the authorization form on the reverse of this page. Your completed form, as well as a void cheque, can be put in an envelope and then returned either to the parish office or dropped in the collection basket.

If further information is required, please contact the parish office at 613-838-2314.

Patrick McIver, Chair
St Philip Parish Finance Council

(See reverse page for the Pre-Authorized Payment Plan Authorization Form)

**Pre-Authorization Payment Plan - Authorization Form
St. Philip Church**

Please check whichever applies: I am completing this form in order to
_____ Start a new Pre-Authorized Payment Plan
_____ Increase the dollar amount of my (our) existing Pre-Authorized Payment Plan

Contact information (please print in block letters)

Full Name: _____
(this name will appear on Tax Receipt)

Street Address _____

PO Box Number or RR Number: _____

City _____ Province _____ Postal Code _____

Telephone (home) _____ Email _____

Bank Account information (Attach a void cheque for all new Pre-Authorized Payment Plan Requests)

Financial Institution Name: _____

Financial Institution Code Number: _____

Financial Institution 'Transit Number': _____

Your Bank Account Number: _____

(you may have to call your financial institution for their 'institution code number' and 'transit number')

Allocation Information

Regular offering (per month) \$ _____

Renovations Fund (per month) \$ _____

Total (per withdrawal) \$ _____

Pls Check: The total amount (above) to be taken: _____ on the 1st of the month
_____ on the 15th of the month
_____ OR on BOTH the 1st and the 15th of the month

Start Date (yyyy/mm/dd) _____

Authorization

I/we hereby authorize you to debit my/our account each month in the total amount as shown above and for such amount to be payable to St. Philip's Roman Catholic Church, Richmond, Ontario. My/our financial institution will treat each debit as if I/we had personally issued a cheque authorizing you to pay as indicated and to debit my/our account accordingly and I/we need not verify that payment is drawn in accordance with this authorization. I/we warrant that all persons whose signatures are required to sign upon this account have signed this authorization. I/we acknowledge that this authorization may be cancelled at any time upon written notification to my/our financial institution and to St. Philip's Church within 30 days of the debt to my/our account. Please sign below:

Date: _____ Authorized signature _____

Authorized signature _____