

AUTHORIZATION FORM

Church name:		
Your name:		
Address:		
City, State, Zip:		
Email address:		
I would like to make the following contribution (s):		Date of first contribution: ___/___/___
General Operating Fund	\$ _____	Frequency of contribution (circle one): Weekly – Mondays Semi-monthly – 1 st and 15 th Monthly on the 1 st Monthly on the 15 th
Other _____	\$ _____	
Other _____	\$ _____	
Other _____	\$ _____	
Total	\$ _____	

Complete this section if using your checking or savings account	
Please debit my (circle one):	
Checking account—attach voided check	Savings account—attach voided deposit slip
Routing #:	Account #:
Valid routing # must start with 0,1,2 or 3	
I authorize the above organization to process debit entries to the above account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.	
Authorized signature: _____	Date: ___ / ___ / ___

Please complete the form above and return it with a voided check to Miriam in the church office.



Account Review & Automated Giving



SAINT MATTHEW'S EPISCOPAL CHURCH
CAMERON PARISH
 201 East Frederick Drive ·
 Sterling, Virginia 20164-2387
 Telephone: (703) 430-2121 · Fax: (703) 430-2638
 E-mail: OfficeManager@stmatthewssterling.org
 Internet: <http://www.stmmts.org>

Questions and Answers

We are pleased to offer a convenient way to review and monitor your tithes, offerings, and payments to Saint Matthew's. We also want to inform you of the option to submit tithes, offerings and payments through automated withdrawal from your checking or savings account. We hope you will take this opportunity to enrich your life as a faithful steward.

Q: How do I access the online system so I may review my giving?

From the Saint Matthew's web page, click Access and Update Your Member Information from the For Parishioners section on the left. Under New User Login enter your name and email address. The email address must match that which is on file with the church office. To verify the email on file please contact the office manager.

Q: We moved. How do I update our address, phone number or email?

After logging in, click the pencil next to your family's information and the change will be processed online. You may also contact the church office if that is more convenient.

Q: I want to make an annual pledge to Saint Matthew's. How do I do that?

Thank you. Annual pledges help us create a budget for our missions and ministries. Annual pledges are collected in October, or may be given to our Treasurer at any time via email: Office@stmtts.org

Q. How does Direct Debit Giving work?

Contributions are transferred automatically from your checking or savings account to the church's bank account.

Q. How are my automatic contributions deducted and transferred?

First, you sign and return the authorization form to the church indicating the amount you wish to contribute on a regular basis. The form can be found on the back of this pamphlet. Contributions are then transferred through the Automated Clearing House (ACH) network—the same network already used by families to make mortgage and utility payments or to receive payroll earnings and Social Security income. Direct debit goes by other names including Electronic Funds Transfer (EFT), automatic payment, or simply, ACH.

Questions and Answers

Q. When will my contribution be debited from my account?

A debit to your account will occur each month on the date you specify on your authorization form.

Q. How will I keep track of contributions in my check register?

Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date. Electronic contributions will appear on your bank statement.

Q. What can I use to prove I made a contribution?

Your bank statement will show an itemized list of electronic transactions that can be used as proof of your contributions. You will also receive an annual giving statement each January for the previous year. Statements may be requested at any time.

Q. Is giving by direct debit risky?

It can be potentially less risky than carrying cash to church. To process electronic donations, the church uses Vanco Services, LLC—an established and highly-regarded company that moves funds directly from church members to the church on the same day without any delay. Vanco processes contributions for more than 10,000 churches and nonprofit organizations.

Q. How much does direct debit giving cost?

It costs you nothing and it costs the church very little.

Q. What if I try electronic giving by direct debit and don't like it?

You can cancel your authorization at any time by notifying the church office in writing or by email: Office@stmtts.org.

Q. How can I sign up for electronic giving by direct debit?

Complete, sign and return an authorization form to the church office. You must also include a voided check. The form can be found on the back of this pamphlet.

Q: Can I donate directly from my own bank?

Yes, you may also choose to sign up for bill pay through your own bank to have your bank automatically send a check to Saint Matthew's at whichever interval you choose.

Q: Whom do I contact if I have more questions?

Please contact our Treasurer by phone at 703-430-2121 or by email at: office@smmts.org
