

**Fact Sheet: Questions & Answers - Electronic Fund Transfer (EFT)**

**1. What is Electronic (EFT) contribution?**

Electronic contribution is an automatic transfer program that allows you to make your regular Sunday first collection donation to St. Joseph Church from your checking or savings account without writing a check.

**2. How is my electronic contribution automatically deducted from my account?**

Once you authorize the transfer, your specified contributions are electronically transferred directly from your checking or savings account to the church's account.

**3. When will my contribution be deducted from my account?**

On each Monday if you select *weekly* contributions on the Authorization Form; on the 1<sup>st</sup> and/or 15<sup>th</sup> of each month if you select *semi-monthly* or *monthly* on the Authorization Form. (If the 1<sup>st</sup> or 15<sup>th</sup> of the month falls on the weekend, the deduction is made the following Monday.)

**4. If I do not write checks, how do I keep my checkbook balance straight?**

Since your contributions are made at a pre-established time you simply record it in your check register on the appropriate date.

**5. Without a canceled check, how can I prove I made my contribution?**

Your bank statement gives you an itemized list of electronic transfers, and we include EFT donations in your annual statement from the Parish.

**6. What if I change bank accounts?**

Notify the Parish Center at least 5 business days before you close your old account. You will need to fill out a new Authorization Form to set up EFT for your new account.

**7. How much does electronic contribution cost?**

It cost you nothing and saves you time.

**8. What if I try EFT and don't like it?**

You can cancel your authorization at any time, just call the Parish office. Please allow five business days for this change.

**9. What if I want to increase my contributions?**

Just call the Parish office for a new authorization form.

**10. If I sign up for EFT and my financial situation changes, can I decrease or stop my weekly/monthly contribution?**

Yes, you can decrease or stop your payments at any time, just call the Parish office. Please allow five business days for this change.

**11. How do I sign up?**

Complete and sign the enclosed authorization form and return it to the Parish office along with a voided check.

**12. What about taking the deduction out of my savings account?**

If you would like to have the funds drawn out of your savings account, just write your savings account on the form and attach a deposit slip.

**13. After I return the Authorization Form, when will the first Electronic Contributions start?**

A letter confirming the amount and date of the first EFT payment will be mailed to you at least two weeks prior to the first EFT payment. Please continue making contributions in your weekly envelope until then.

**14. What do I do when the collection basket gets passed? What about my envelopes?**

We will mail stickers to you (saying that you give electronically) for you to fasten to your plate collection envelope or you can simply write “EFT” on your first collection envelope. Place these (empty) envelopes in the first collection plate on your confirmed Electronic Contribution start date and thereafter. Use the second collection envelopes as usual.

**15. How will this help our parish?**

By knowing what amount will come in each month, the Parish Finance Council and the pastor can make long-range plans to help parish ministries grow and to keep the Church buildings and facilities in good condition.

**16. Will I keep my current envelope number?**

Yes, you do keep your current envelope number.