

# PRE-AUTHORIZED DONATION PLAN

## QUESTIONS & ANSWERS

### WHAT is a Pre-Authorized Donation?

A pre-authorized donation (PAD) allows your bank to transfer a specific amount from your bank account each month to make a charitable donation to Granville Chapel.

### When are PADs processed?

PADS are processed on the date you specify on your form, unless it falls on a holiday or weekend. In this case, the funds are transferred the following business day.

### Can I specify how my Funds are used?

You may designate to any particular fund approved by the leadership team of Granville Chapel, such as *Meet the Need*.

### What are the benefits of PADs?

- \* Consistent giving, even during vacation times
- \* Cheque cost savings
- \* Convenience for the giver

### Can I make changes to my PADs agreement?

You may modify, change or cancel any time. All that is required is a written notice at least 30 days prior to the date of fund transfer.

### How are the funds used?

Spending of funds is confined to approved programs and purchases by the Leadership Team of Granville Chapel. Each gift designated toward an approved program will be used as designated with the understanding that when any given need has been met, designated gifts will be used where needed most in the Granville Chapel budget.

### Can I receive a tax receipt?

Granville Chapel is a registered Canadian Charity. Gifts are receipted annually with an official receipt for tax purposes.

## TERMS & CONDITIONS

(Keep this portion for your records)

I / We authorize Granville Chapel to debit my/our account as indicated on the attached VOID Cheque.

I / We agree to the terms and conditions with Granville Chapel until such time as written notice to the contrary is given.

I / We acknowledge that delivery of my/our authorization to Granville Chapel constitutes delivery by me/us to the branch of the financial institution at which I/We maintain an account.

Each payment shall be the same as if I/We had personally issued a cheque authorizing the bank to pay Granville Chapel as indicated and to debit the amount specified to my/our account.

I / We will notify Granville Chapel in writing of ANY changes in the account information or termination of the authorization prior to the next due date of the pre-authorized debit.

Debits processed under any of the following conditions will be reimbursed subject to written notification by me/us to the branch of account within 90 days.

- A) The pre-authorized debit was not drawn in accordance with my/our authorization.
- B) My/Our authorization was revoked.

I/We warrant that all persons whose signature are required to sign on this account have signed this agreement.



## GRANVILLE CHAPEL PRE-AUTHORIZED DONATION AGREEMENT

Please Print

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Bank: \_\_\_\_\_

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

Account No.: \_\_\_\_\_

Transit No.: \_\_\_\_\_

Please attach a void cheque

Note: Account must have cheque privileges in order to use this form.

Please Designate as follows:

General Fund \$ \_\_\_\_\_  
 Meet the Need \$ \_\_\_\_\_  
 Missionary (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Please delete or check as appropriate:

I/We authorize Granville Chapel to process a debit in the amount of \$ \_\_\_\_\_ on my/our account on the ☐ 1<sup>st</sup> or ☐ 15<sup>th</sup> day of each month beginning \_\_\_\_/\_\_\_\_ (mm/yy).

I/We have read and understood all the terms and conditions of the pre-authorized donation agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please enclose an unsigned cheque marked VOID with this completed form and put it in the Sunday offering, or mail, fax or hand deliver to the church office.