



Our Lady Queen of Heaven Parish

750 10th Avenue South
Wisconsin Rapids, WI 54495-4100

*Regina Caeli, Lætare!
Queen of Heaven, Rejoice!*

ACH DIRECT DEBITS

Our Lady Queen of Heaven Parish offers all parishioners the opportunity to set up automatic deposits of your monthly church contributions (known as ACH Direct Debit). Many churches are using direct debit already and parishioners find this to be a convenient, safe, and efficient method of handling their parish support.

How It Works:

You select your monthly contribution dollar amount and which day of the month you want your contribution to be debited from your account, either the 10th or 20th day of the month. Your contribution will be automatically transferred from your checking or savings account and electronically deposited into the parish's checking account via an automated clearing house (ACH). Each offering will be noted on your bank statement. You will save the cost of checks and possible bank service fees. In addition, you will no longer have to write checks and fill out offering envelopes. There is no cost to you or to the parish for this service.

How to Enroll:

Complete the authorization form (located on the backside of this letter or online at www.our-lady.org). Once we receive the completed form at the parish office (along with a voided check or deposit slip), the process will begin for the automatic transfer of your offering from your designated account to the parish account. It does not matter where you bank: the automatic deposit of your offering can be set up with any financial institution located in the United States.

Please Note: Some banks (but not all) may have separate routing numbers for their checking accounts and savings accounts. If submitting information for a savings account, please be sure to confirm the routing number with your bank.

How to Stop or Change the ACH:

- To stop your contributions, use the authorization form and check the “Discontinue ACH direct debits” option and submit the signed form to the parish office.
- To update your banking information or contribution amount, again use the authorization form and check the “Change of account or contribution as indicated below” option and submit the signed form to the parish office with the changes indicated.

Please prayerfully consider this convenient offering option. As you can see, enrollment is fairly quick and easy. You can sign up or discontinue at any time or continue to make your contributions through the collection basket as you have in the past. Please note: if you would like to continue making additional special offerings such as Holy Days, Special Needs, Flower Offerings, etc., these offerings should still be made through the collection basket or directly to the parish office.

If you have any questions, please feel free to contact the parish office.

PAYMENT AUTHORIZATION FORM (ACH)

Please print legibly to ensure correct data entry.

Our Lady Queen of Heaven Parish
750 10th Avenue South ▪ Wisconsin Rapids, WI 54495
715-423-1251 ▪ www.our-lady.org

ACCOUNT HOLDER INFORMATION

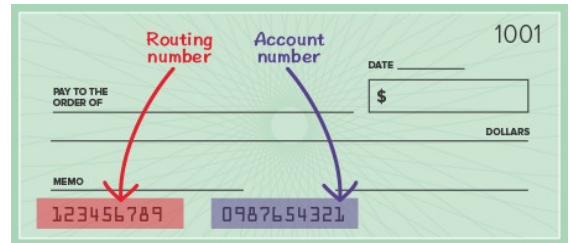
Church Name: Our Lady Queen of Heaven Parish Today's Date: _____
Name(s) on Account: _____ Telephone: _____
Street Address: _____
City, State, ZIP: _____ Email: _____

AUTHORIZATION

I/We authorize the following: OLQH Envelope Number: _____
 New contribution from account specified below. Cancel OLQH Envelopes? Yes No
 Change of account or contribution as indicated below.
 Discontinue ACH direct debits from my account, effective date: _____
(month/day/year)

FINANCIAL INSTITUTION INFORMATION

Name of Financial Institution: _____
Account Type: Checking (*attach voided check*) Savings (*confirm routing number with bank and attach deposit slip*)
Routing Number: _____ _____
Account Number: _____
Authorization Effective Date: _____
(month/day/year)



CONTRIBUTION INFORMATION

First Date of Debit: _____ Amount of Contribution: \$ _____
10th or 20th of the month

STAPLE VOIDED CHECK / DEPOSIT SLIP

I/We authorize Our Lady Queen of Heaven Parish (OLQH) and the financial institution named above to initiate debit (charge) entries for parish contributions from the checking or savings account identified above on the 10th or 20th day of each month. I/we understand there will be a nonsufficient funds (NSF) fee charged to my/our account for NSF debits. I/we understand that this authorization will remain in full force and effect until OLQH has received written notification from me/us, the account holder(s) named above, to terminate or change any of the information listed above. If I/we wish to change financial institutions, edit account information, change contribution amount, or terminate this agreement, I/we will complete a new authorization form, allowing OLQH and others involved a reasonable opportunity to act upon my/our request. I further understand that OLQH may at any time and for any reason terminate this authorization after giving me/us reasonable notice. By signing below, I/we agree to the terms of this authorization and represent that I/we have the necessary authority with respect to the account identified above to authorize the debits, withdrawals, and charges specified in this authorization.

Authorized Account Signature: _____ Date: _____
Authorized Account Signature: _____ Date: _____

Please return completed form to the OLQH Parish office. For your own security, do not e-mail.