

# Authorization Agreement for Automatic Giving

I (we), \_\_\_\_\_ hereby authorize Saint Ambrose Church, Brunswick, Ohio, to initiate debit entries, if necessary, credit entries and adjustments to my (our) Checking ( ) Savings ( ) account indicated below and the depository named below to debit and, if necessary, credit the same such amount.

## AGREEMENT TYPE: Choose ONE of the following:

- ☐ New Authorization Agreement
- ☐ Change to Existing Agreement

## TERMS: Choose ONE of the following:

- ☐ Weekly: Every Friday Amount: \$ \_\_\_\_\_
- ☐ Monthly: On the 1st of each month Amount: \$ \_\_\_\_\_
- ☐ Monthly: On the 15th of each month Amount: \$ \_\_\_\_\_

## DEPOSITORY: (please print)

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

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

City, State, Zip: \_\_\_\_\_

Banking/Transit/Routing # \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

**\*\*Please attach to this form a voided check if checking account debit or a pre-printed savings deposit ticket (MUST HAVE Routing #) if savings account debit.**

Address: \_\_\_\_\_  
Street City, State, Zip

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home Phone Cell Phone

Name(s): \_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Print Name Signature

Date Signed: \_\_\_\_\_



*You can sign up  
for ACH at  
Saint Ambrose with  
confidence that your  
safety, security, and  
peace of mind are a  
top priority.*

This agreement may be cancelled at any time by giving Saint Ambrose Church written notification at least five business days in advance of the desired termination date. Unless otherwise directed in writing by person whose signature appears above, the date of the first debit will be the first applicable date following receipt of this form by the Business Office. Questions: Please contact the Business Office at 330-460-7332 or MSchetz@StAmbrose.us.

**Saint Ambrose Parish Business Office: 330.460.7332 MSchetz@StAmbrose.us**

## Automatic Giving Q&A:

### 1. What happens if I need to stop my ACH?

Please contact Mike Schetz in the Business Office within 72 hours of when you would like ACH stopped. Email [MSchetz@StAmbrose.us](mailto:MSchetz@StAmbrose.us) or call 330-460-7332 and he will stop your ACH.

### 2. How do I change my account information?

Contact Mike Schetz in the Business Office and send in a new voided check or bank information in a sealed envelope marked "Business Office ATTN: Mike Schetz". You may also drop it off at the PLC.

### 3. How do I change the amount being withheld?

Please contact Mike Schetz in the Business Office by emailing [MSchetz@StAmbrose.us](mailto:MSchetz@StAmbrose.us) or calling 330-460-7332 and he will change to the amount requested.

### 4. Can I have it taken out twice a month?

Yes you can have your Contribution taken out twice. We can do the 1st of the month and the 15th of the month.

### 5. Where does my banking information go and who sees it?

All Banking information is stored in a locked cabinet in a secured room. The only people with access to this information are those in our business office.



There has been a lot in the news recently regarding information hacks and security breakdowns. One can never be too careful or informed when it comes to protecting one's identity and personal information. There are many different types of financial fraud, and the recent developments only highlight credit card and debit card exposure, which can lead to those numbers being used to commit fraud. Check fraud is another type of fraud that is becoming increasingly more common. It is generally much easier to commit check fraud than other types of fraud because it is easy to get the information from a check. Every time a check is written, the bank account information is exposed. Anyone attempting fraud now has the account number, routing number, and knows which bank the account is held.

**When deciding to use Saint Ambrose's ACH system as a way to make your weekly contributions to the Parish, please consider the safety and security aspect of the financial transaction.** ACH stands for Automated Clearing House, and is an electronic network for clearing financial transactions in the United States. ACH fraud is much more difficult to commit than check fraud or other types of financial fraud. At Saint Ambrose, your ACH information is held in a secure location within church offices and has limited exposure to church personnel. Once your ACH information has been entered into the database, there is virtually no exposure of your information other than the payment being automatically directed to the Saint Ambrose weekly collection bank account. **You can sign up for ACH at Saint Ambrose with confidence that your safety, security, and peace of mind are a top priority.**