

Instructions for the Electronic Giving form

** Asterisked items are required*

1. Enter the ***Effective date** of authorization in the mm/dd/yy format. (i.e. 11/01/2013 would be November 1st, 2013)
2. Mark the ***Type of Authorization** that is appropriate for your situation.
3. Enter your ***Name and *Address** information.
4. Include an **E-mail Address** that the Immanuel Financial Secretary may use to contact you about your Electronic Giving account processing. This e-mail address will also allow you to manage your own Electronic Giving online if you wish (see the Immanuel web site "Donate" web page for more information).
5. You must indicate a ***Date of First Donation**. Please allow for adequate delivery and processing time when using this form so that your request may begin on the date you desire otherwise it will be processed on the next appropriate processing date.
6. Check only one ***Frequency of Donation** selection.
7. Enter your ***Donation Amounts** on the line by the appropriate **Fund** name. You may enter an approved fund name that is not listed. (See 2nd Note below.) Be sure to enter your ***Total Donation** as the sum of the various fund amounts.

To use a checking or savings account, continue with step 8 below.

To use a credit or debit card, skip to step 13 below. Use only one payment type.

----- *To use a checking or savings account, continue here* -----

8. Select only one ***Account (Checking or Savings)** from which your donation will be taken.
9. Enter the account's ***Routing Number**. A valid routing # must start with 0, 1, 2, or 3.
10. Enter the account's ***Account Number**. See the example on the form.
11. You must ***attach a voided check or savings deposit slip** for a new enrollment or change in bank account information.
12. ***Sign and *Date** this authorization. *Continue with step 18 below.*

----- *To use a credit or debit card, continue here* -----

13. Check only one ***Credit/Debit Card brand**.
14. Enter the Credit/Debit Card ***Number** and the card's ***Expiration Date**.
15. Enter the ***Name** as it appears on the Credit/Debit Card.
16. Enter the **Billing Address** of the card's owner if different from the name entered in step 3.
17. ***Sign and *Date** this authorization.

----- *All payment types, continue here* -----

18. Place the form in an envelope marked "**Attn: Immanuel Financial Secretary**".
19. ***Return** the envelope and form to the church office or place it in the offering plate and the Immanuel Financial Secretary will enter your information.

Notes:

- This authorization form is available for download from the "Documents" page of the Immanuel web site, www.ourimmanuel.org, and on paper in the church narthex. The downloadable form may be filled out on your computer. If you save the form and entered data, be sure to note the location so that you can find it later. You **MUST "Sign"** a paper form and return it to the Immanuel Financial Secretary. We recommend that you also print a copy for your own records.
- If you wish to donate to a fund that is not listed, please contact the Financial Secretary for guidance.
- Please contact the Immanuel Financial Secretary with any questions you may have concerning this authorization. The Immanuel church office can refer you to either the Financial Secretary or the assistant to the Financial Secretary.