

RECURRING PAYMENT AUTHORIZATION FORM

Mesa View United Methodist Church
 4701 Montano Rd. NW, Albuquerque, NM 87120
 www.mesaviewumc.com



FOR OFFICE USE ONLY >>>	DONOR #	DATE
<p><u>PLEASE FILL FROM HERE DOWN.</u> Effective date of authorization: ____/____/____</p> <p>Type of authorization: <input type="checkbox"/> New authorization <input type="checkbox"/> Change donation amount <input type="checkbox"/> Change donation date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue electronic donation</p>		
Last Name		First Name
Address		
City		State Zip
Email Address		Phone
<p>DATE OF FIRST DONATION: ____/____/____</p>	<p>FREQUENCY OF DONATION:</p> <p><input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semi-Monthly – ____ and ____ <input type="checkbox"/> Monthly start on the ____</p>	<p>FUNDS:</p> <p><input type="checkbox"/> Tithes and Offering \$ _____ <input type="checkbox"/> Special Offering for _____ \$ _____</p> <p style="text-align: right;">Total \$ _____</p>
CHECKING / SAVINGS	<p>Please debit my donation from my (check one):</p> <p><input type="checkbox"/> Savings Account (verify routing and account # from your bank) <input type="checkbox"/> Checking Account (use routing and account # from your check) ATTACH A VOIDED CHECK PLEASE</p>	<p>Routing Number: _____ Valid Routing # must start with 0, 1, 2, or 3</p> <p>Account Number: _____ ⑆ 23456789 ⑆ 23 23456 000 ⑆ └─── Routing Number └─── Account Number └─── Check Number</p>
	<p>I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.</p> <p>Authorized Signature: _____ Date: _____</p>	
CREDIT / DEBIT CARD	<p>Card Type (check one): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card</p>	
	Card Number:	Expiration Date:
	Name on Card:	
	Billing Address (if different from above):	
	<p>I authorize the above organization to process transactions in accordance with the information above.</p> <p>Signature (as it appears on the card): _____ Date: _____</p>	

If using a checking account, please attach a voided check over the credit/debit card section above.

MESA VIEW UMC RECURRING PAYMENT AUTHORIZATION FORM INSTRUCTIONS

Effective Date of Authorization:

Please put the date you are filling out the form.

Type of Authorization:

Please check the appropriate box.

Last Name, etc.

Please fill in all the information requested (even if you think we already have it.)

Date of First Donation:

This will be the date you want your first donation to be deducted from your account. See Frequency for more information on how to choose this day.

Frequency of Donation:

- *Weekly or Bi-weekly* – Funds will be deducted from your account on Monday, unless you specify another day of the week.
- *Semi-monthly* – Choose the specific day you want your money to be withdrawn (1st and 15th, for example) and write those dates on the line.
- *Monthly* – Choose which specific day you want your money to be withdrawn (the 1st, for example) and write that date on the line.

Funds and Amounts:

- *Tithes and offerings* – This is for the general operating budget for the church. This is where normal offerings will go. Write the amount of your offering on the line.
 - *Special Offering* – If you want to set-up a recurring special donation (for example for the food pantry or the building fund), write what the offering is for and the amount on the line
- Note: You can use both lines for offerings, but only if these offerings are being made at the same time. For example, if you are using tithes and offerings bi-weekly, but only want a special offering made once a month, you will need to fill out two different forms. Special one-time offerings should be made separately at www.mesaviewumc.com.*

Two Options for Payment:

- *Checking/Savings* – Please fill out the information as requested. Savings Accounts often have different account numbers, so please verify that account number with your bank. Attach a voided check to the form, and sign on the line to give us authorization to debit your checking account.
- *Credit/Debit Card* – Please fill out the information as requested and sign the form to give us authorization to debit your account.

Turn in your form: When completed, hand the form to the pastor, the church administrator or mail it in to the church office. Please don't leave this form lying around. Your form will be processed as soon as it is received and you will receive an email confirmation when your account is set-up.