

## SAINT JOHN PAUL II - AUTOMATIC PAYMENT OPTION

### 1) What is an automatic payment?

An automatic payment is a standing arrangement in which individuals are able to pay monthly obligations by having their bank electronically transfer funds to designated payees. The transfers are done automatically on approximately the same date every month. There are no checks to write or mail.

### 2) Why should I set up an automatic payment?

Our parish operations are sustained by your generosity, including the salaries of our parish staff, school subsidies, ministry costs, etc. In order to continue to have stable operations as a parish, we are strongly encouraging each household to give on a regular basis.

### 3) Is there charge for using automatic payment?

There is no charge to use this service and is the least expensive way to process payments for our parish.

### 4) How do I set up automatic payment?

- a) Fill out the form below.
- b) Include a copy of a voided check or an actual voided check.
- c) Indicate the following on the form:
  - a. The amount of your payment.
  - b. The payment date – offered twice a month
    - i. Business day closest to the 15<sup>th</sup>
    - ii. Business day closest to the end of the month
  - c. The month you would like to begin the withdrawals. Please allow at least 5 business days for setup.
- d) Return the completed form to the parish office via email ([office@jp2kc.org](mailto:office@jp2kc.org)) or USPS (16680 S. Lind Rd; Olathe, KS 66062)

## **AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS**

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

I (we) hereby authorize **St. John Paul II Parish**, to initiate debit entries to my (our) checking or savings account indicated below. I (we) also authorize the financial institution named below, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the U.S. Law.

Financial Institution: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_

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

Account type (circle one): (CHECKING / SAVINGS)

Amount to be Withdrawn: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_ Business day closest to the 15<sup>th</sup> AND /OR \_\_\_\_ Business day closest to the end of the month

Month in which First Withdrawal is to be Made: \_\_\_\_\_

The purpose of this donation is **St. John Paul II Parish General Operations.**

This authority is to remain in full force and effect until **St. John Paul II Parish** have received written notification from me (or either of us) of its termination in such time and in such manner as to afford **St. John Paul II Parish** and **Financial Institution** a reasonable opportunity to act on it.

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

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

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