

# AUTHORIZATION FORM

# STEWARDSHIP

St. Theresa Parish-Stewardship

<b>FOR OFFICE USE ONLY:</b>		<b>ENVELOPE/DONOR #</b>	<b>DATE</b>
<b>Type of Authorization:</b>		<input type="checkbox"/> New Authorization	<input type="checkbox"/> Change banking information
		<input type="checkbox"/> Change Donation amount	<input type="checkbox"/> Discontinue electronic donation
		<input type="checkbox"/> Change donation date	<input type="checkbox"/> Change Special Collection information
<b>Last Name</b>		<b>First name</b>	
<b>Address</b>			
<b>City</b>		<b>State</b>	<b>Zip</b>
<b>1. STEWARSHIP COLLECTIONS:</b>		<b>FREQUENCY OF DONATION:</b> (check one below)	
<b>DATE OF FIRST DONATION:</b> ____/____/____		<input type="checkbox"/> Weekly-Mondays <input type="checkbox"/> Semi-monthly- 1 <sup>st</sup> and 15 <sup>th</sup> <input type="checkbox"/> Monthly on the 1 <sup>st</sup>	
		Please enter your stewardship donation amount below \$ _____	

**2. SPECIAL COLLECTIONS:** Please check purpose below and fill in Dollar amount. **Note frequency of the donation.**

PURPOSE	DOLLAR AMOUNT	DATE	FREQUENCY
<input type="checkbox"/> St. Vincent de Paul Society	\$ _____	1 <sup>st</sup> of EACH Month	<b>Monthly</b>
<input type="checkbox"/> Solemnity of Mary	\$ _____	Jan 1	Annual
<input type="checkbox"/> Non tuition gift/ Rel Edu	\$ _____	Jan 5	Semi-Annual
<input type="checkbox"/> Catholic Home Missions	\$ _____	Feb 20	Annual
<input type="checkbox"/> Catholic Relief Services	\$ _____	Mar 15	Annual
<input type="checkbox"/> Easter	\$ _____	TBD	Annual
<input type="checkbox"/> Ascension	\$ _____	May 17	Annual
<input type="checkbox"/> Holy Father- Peter's Pence	\$ _____	July 1	Annual
<input type="checkbox"/> Assumption	\$ _____	Aug 15	Annual
<input type="checkbox"/> Catholic Campaign for Human Development	\$ _____	Sep 9	Annual
<input type="checkbox"/> Non tuition gift/ Rel Edu	\$ _____	Sep 10	Semi-Annual
<input type="checkbox"/> Mission Sunday	\$ _____	Oct 20	Annual
<input type="checkbox"/> All Saints Day	\$ _____	Nov 1	Annual
<input type="checkbox"/> All Souls Day	\$ _____	Nov 2	Annual
<input type="checkbox"/> Immaculate Conception	\$ _____	Dec 8	Annual
<input type="checkbox"/> Nativity Offering	\$ _____	Dec 25	Annual

**Total:** \$ \_\_\_\_\_ **NOTE:** These donations will continue annually until you make a change

<b>CHECKING/ SAVINGS</b>	Please debit my donation from my (check one): <input type="checkbox"/> Checking Account (staple a voided check below) <input type="checkbox"/> Savings account (attach a deposit slip with a valid routing number; a valid routing number starts with 0, 1, 2, or 3. Please contact your financial institution before returning this form if you are unsure)	Routing number: Note: Valid Routing # must start with a 0, 1, 2, or 3  <b>Account Number:</b> (123456789) (123 123456) (001) Routing Number      Account Number      Check Number
	I authorize the above church and Vanco Services, LLC 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.	

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>CREDIT CARD</b>	Please charge my donation to my (check one):	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card
	Credit Card Number:	Expiration Date:
	Name on Card:	
	Billing Address (if different from above):	
	I authorize the above church and Vanco Services, LLC to charge my credit card in accordance with the information above.	

Signature (as it appears on the credit card): \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for filling out the Authorization Form

- Type of Authorization: Since we are just getting started, please check the box for new authorization. You can see that it is easy to change if you choose to modify your giving selections at a later date.
- Line # 1 shows the stewardship collection options. Select your first date of donation and frequency of donation given the following choices:
  - If you choose to donate weekly on Monday, the date of first donation possible is Monday, July 9th,
  - If you choose to donate semi-monthly, the first possible donation is July 15th.
  - If you choose to donate monthly, the first possible donation is August 1st.
- Enter the stewardship donation amount in the box on the right side of the form.
- Item # 2 shows the special collections. As you may know, the special collections support many programs occurring in the parish, as well as your donation to other programs supported by the arch-diocese.
- For each special collection, please check the box and the dollar amount, and the donation will be made on the dates indicated. Note the frequency of the donation – for example, the St. Vincent de Paul society donation will be made **MONTHLY** on the first of each month, similar to the special envelope placed in the monthly envelope packets we receive. Also note that donations you specify will be made annually until you choose to make a change.
- On the bottom of the form, please choose the method of payment – either by EFT or by Creditcard.
- If you choose EFT from your checking account, you must attach a voided check.
- If you choose EFT from your savings account, you must attach a savings deposit slip with a valid routing number; a valid routing number starts with 0, 1, 2 or 3. Please contact your financial institution before returning this form if you are unsure.
- For those choosing to use credit card, simply fill out the bottom of the form.
- For either EFT or credit card, be sure to sign the form giving your authorization.

**Please mail the completed form and attachment to:**

St. Theresa's Parish 3939 S.W.  
331<sup>st</sup> Street  
Federal Way, WA. 98023

**Thank You!**