

# VERBO CHRISTIAN MINISTRIES

## AUTOMATIC BANK DRAFT AUTHORIZATION

*Enrollment in Verbo Ministry's Automatic Bank Draft to send your monthly support is easy to set up.*

With Automatic **Bank Draft**, missions supporters may send their donations electronically through their regular checking account, saving both time and expense.

- You specify who you want your support to go to, and the monthly amount that you want your bank to withdraw from your checking or savings account and forward directly to the Verbo Ministries.
  - You select the date below on which would like the withdrawal to be made from your bank account. The transfer will take automatically place on that date, or the first banking day thereafter.
  - Each month, the transaction will appear on your bank statement. Of you would like a receipt as well, please specify below via US Mail or email. Annual statements will be mailed each January.
- If you have any questions after you've enrolled, just call us at 504-443-6610.

**To enroll, please complete the information below and return it, along with a canceled or voided check to assure accuracy, to:**

**Verbo Ministries - Bank Draft, P. O. Box 190, Kenner, LA 70063-0190**

Name:			
Address: (Where you receive bank statements)			
	City:	State:	Zip Code:
Telephone:	Email:	Receipt by email → <input type="checkbox"/>	
		Receipt by USPS → <input type="checkbox"/>	
Mission or project designation #1	Wales - Funnells		Monthly Amount: \$
Day for monthly transfer (check one).	5 <sup>th</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/>	25 <sup>th</sup> <input type="checkbox"/> Bank Name: City, ST:
Routing No:	Account Number:		Type: Checkin <input type="checkbox"/> Savings <input type="checkbox"/>
Add'l comments:			

I hereby authorize Verbo Christian Ministries to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking or savings account at the depository financial institution named above, hereinafter called DEPOSITORY, and to credit the same to such account.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law.

This authorization is to remain in full force and effect until Verbo Christian Ministries has received written notification from me of its termination in such time and in such manner as to afford both Verbo Christian Ministries and DEPOSITORY a reasonable opportunity to act on it.

Today's Date: \_\_\_\_\_

## AUTOMATIC BANK DRAFT

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## QUESTIONS AND ANSWERS

### **Q. How does Automatic Bank Draft work?**

**A.** You will receive your receipt letter as usual each month. A message will be printed on the receipt stating the date your checking account was drafted for the support amount you specified when you set up the account. The Automatic Bank Draft fund transfer will be shown on your bank statement like any other transaction.

### **Q. What if I disagree with the Automatic Bank Draft amount shown on my Receipt letter?**

**A.** You have up to 30 days from the draft date to contact us concerning any discrepancies. If the matter is not settled to your satisfaction in a reasonable time, your account will be removed from the Automatic Bank Draft plan for that month and will resume when investigations are completed.

### **Q. What if I don't have enough money in my account to pay my monthly Automatic Bank Draft?**

**A.** Automatic Bank Draft payments returned for insufficient funds will be subjected to charges similar to those of a returned check. If your account cannot be deducted due to insufficient funds twice within 12 months, your account will be removed from the plan.

### **Q. What if I have a question about the Automatic Bank Draft amount deducted?**

**A.** If you believe that your Automatic Bank Draft transfer is incorrectly recorded on your statement, contact us immediately at 504-443-6610 and we will initiate an investigation.

### **Q. How do I join the Automatic Bank Draft plan?**

**A.** You are eligible to join the Automatic Bank Draft plan if you have a checking account with a financial institution that is a member of the Automated Clearing House Association. Simply complete the authorization form and return it to us at the address below, together with a canceled or voided check for initiation.

### **Q. When will the automatic Bank Draft plan begin?**

**A.** We will begin drafting your account on the first date you specify after receipt of your signed authorization form.