

## Electronic Giving Authorization Form Instructions

*\* Asterisked items are required*

1. Enter the **\*Effective date** of authorization in the mm/dd/yy format. (i.e. 08/15/10 would be August 15<sup>th</sup>, 2010)
2. Check mark the **\*Type of Authorization** that is appropriate to your situation.
3. Enter your **\*Name and \*Address** information.
4. Include an **E-mail Address** that either the Immanuel Financial Secretary or the processing agent Vanco, LLC 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.
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** the form.
13. Place it in an envelope marked "Attn: Immanuel Financial Secretary".
14. **\*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 into the Vanco, LLC system.

### Notes:

- This enrollment/update form is available for download on the Immanuel web site, [www.ourimmanuel.org](http://www.ourimmanuel.org) and on paper in the church narthex. The downloadable form may be filled out on your computer. However, your entry data cannot be "saved" with the form. It **MUST** be "printed" after you have typed in your appropriate data. Be sure to "sign" the form before returning it. We recommend that you also print a copy for your own records.
- If a fund that you wish to donate to is not listed, please contact the Financial Secretary for guidance.
- Please contact the Immanuel Financial Secretary for your additional questions. The Immanuel church office can refer you to either the Financial Secretary or the assistant to the Financial Secretary.