

## **Pre-Authorized Debit (PAD) Donations Set-up Instructions for Church**

This option is for church members who want to set up monthly automatic withdrawals from their bank account to the church for their tithes. **\*\* *This option is only available to churches that bank with CIBC***

### **Instructions to setup and maintain donations received through Pre-Authorized Debit:**

1. Church signs and returns the enclosed "Letter of Permission" which gives the Foursquare National Office permission to add the church bank account to the FGCC bank platform (CIBC CMO). This is for EFT file setup and transfer only and does not give access to account details or online lookup. There is no cost to the church for this setup or transfers.
2. Church to email PAD forms to church members (paper copies can also be provided). Member prints and completes forms and returns to church. Church will keep a record of members that choose PAD's and mail original signed form and void cheque to the national office. Church member can cancel PAD by notifying the national office prior to 30 days before the next PAD date.
3. On the 10<sup>th</sup> or 20<sup>th</sup> of each month an EFT file will be prepared by National Office for all PAD's. Once the file is uploaded, funds will be deposited directly into each church bank account. Dana will email a detailed report of PAD's processed for each church and each date within a week of upload.
4. Each church is responsible to track donation details and receipt all funds received through PAD deposits.