

The Catholic Community of St. Francis of Assisi **DIRECT DEBIT OF OFFERTORY DONATIONS**

Direct Debit is a service through which your Offertory donations to the parish are withdrawn electronically from the financial institution of your choice. The funds will be debited from your account the first week of the month, and will be automatically deposited in the parish account. Your donation will be recorded in your parish contribution record as it always has been. You will continue to receive donation information on your Quarterly Contribution Reports. In addition, you will see the debit amount and date of debit reflected on your bank statements.

A few points to note about the Direct Debit program:

- The amount of your direct draft will be determined by your current Offertory Pledge. Each fall, parishioners are asked in our Offertory Pledge Appeal to discern their donation amount for the upcoming year. If you have not yet specified an Offertory Pledge, you may do so on the application.
- We use your Offertory Pledge for your direct debit amount for your convenience. If you decide to change the amount of your direct debit, simply call or send an email with your new Offertory Pledge. If you change your Offertory Pledge at the time of our annual Offertory Pledge Appeal, no further notification is needed. We will check all parishioners in the Direct Debit program to see if there is a new pledge. If so, that new pledge will take effect in January of the following year.
- You will no longer receive your regular mailing of contribution envelopes, unless you ask for them. Several parishioners have requested the “extra” envelopes, such as for All Souls’ Day or the Retired Religious Fund. Our envelope company will send these extras to our Direct Debit participants. If you decide you do not want this mailing, let us know. As with all changes to envelope mailings, there may be a couple of months during which you still receive the mailing.
- As noted on the application form, all of our direct debits are on a monthly basis. Your checking or savings account will be debited the first week of the month. The actual posting may be reflected the following week. Your initial draft will be a *prenote* to test the accuracy of the bank account data. (We want to make sure we are debiting the correct account.) This draft may appear on your bank statement as a zero dollar amount. The following month will be your first real draft for the amount you designate as your Offertory Pledge.

If you need further information, Pat Kowite will be happy to discuss the program you. Pat can be reached at 847-8205, extension 229, or at pat.kowite@stfrancisraleigh.org. If you decide you would like to apply for Direct Debit of Donations, return your completed form along with a voided check to: Pat Kowite, 11401 Leesville Rd, Raleigh, NC 27613.

Please notify the Parish Office of any bank account or address changes as soon as possible to insure accuracy. You may stop any automatic payment by notifying us at least three business days prior to the payment date. If at any time you have questions about your donation, you may contact Pat Kowite at 847-8205, extension 229, or pat.kowite@stfrancisraleigh.org.