

**STEWARDSHIP OF TREASURE - PLANNED & SIMPLE GIVING**

**ST. JOSEPH CHURCH**  
**ELECTRONIC FUNDS TRANSFER**

**\*PARISHIONER BANK (EFT) AUTHORIZATION FORM:**

Parishioner Name: (Please print)

(1)

Parishioner Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

New Authorization (2)       Change in authorized amount       Change in account

**Fund Designations\*\***

	<b>Amount</b>
A. Parish Monthly Collection.	\$ _____
B. Social Justice Ministries.	\$ _____
C. Priests' Residence Fund.	\$ _____

**Special Annual Collections**

Easter Offering	\$ _____
Christmas Offering	\$ _____

(3)\*Your gift will be transferred on the first OR the third Monday of each month. Please select one below:

1st Monday of each month.\*

(4) (\*\*NOTE: If you wish to select more than one, see p. 2 instructions)

3rd Monday of each month.\*

(5) **START DATE:** \_\_\_\_\_ (If no date = 1st applicable Monday after enrollment is completed.)

I no longer wish to have envelopes mailed to my home.

(6)

I have given authority to(Your Full Bank's Name):

At (complete Bank address): Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

To honor preauthorized payments drawn by you on my  Checking Account (attach voided check).  
 Savings Account (enter savings account number)

ABA Routing No. (between these symbols I:.....I:): \_\_\_\_\_ Account No. \_\_\_\_\_ (7)

I authorize St. Joseph Church of Libertyville to process debit entries to my account. I have attached a voided check and listed my checking OR savings account number. This authority will remain in effect until I give reasonable notification to terminate this authorization.

Authorization signature(s) on my account: \_\_\_\_\_; \_\_\_\_\_ (8)

**FOR ST. JOSEPH CHURCH OFFICE  
USE ONLY**

St. Joseph Bank I.D.  
CODE: \_\_\_\_\_.

Parishioner Code/Envelope  
NO. \_\_\_\_\_.

Date: \_\_\_\_\_

**Attach a Voided Check or Include Savings Account Number & see reverse side p.2 for instructions**

## INSTRUCTIONS

### **FOR COMPLETING THE ST. JOSEPH CHURCH AUTHORIZATION FORM FOR PLANNED GIVING By Direct Bank Electronic Funds Transfer (EFT).**

1. Complete the parishioner name (printed and signature) and address information.
2. Designate whether this is a new authorization, a change in \$ amount or a change in accounts.
3. Select the day of the month on which you want the transaction to occur: 1<sup>st</sup> Monday OR the 3<sup>rd</sup> Monday of each month.  
**NOTE:** Please indicate your choice **NOT to continue receiving envelopes** after EFT is set up!
4. **ALL OF THESE SELECTIONS:** “NORMAL MONTHLY; SOCIAL JUSTICE MINISTRIES & PRIEST’S RESIDENCE” will be charged to your account **every month on the date indicated** unless any are **identified as one time only; by contacting the office!**  
**Please:** Allocate your total contributions by specific application. (Please contact us for more details if you also wish to select the “*special once/year choices ;e.g.; Christmas & Easter!*”)
5. Designate the date on which you wish the first transaction to be processed. The church office must receive this form at least two weeks prior to the start date. If no date is identified, the first transaction will take place on the next applicable Monday upon completion of your approved enrollment.
6. Designate the financial institution from which your contribution(s) will be drawn; indicate whether you wish to use a checking OR savings account.
7. Enter the ABA (Bank Transit Routing Number) and your personal account number (checking OR savings.) Each financial institution’s ABA routing number consists of nine digits and can usually be found on the lower LH of your checks next to your account number; e.g.; “I: xxxxxxxxx I:” You can verify this number with your bank. **NOTE:** Some banks have been known to change their ABA routing numbers and NOT notified each customer. Monitor your statements/checks for possible changes.
8. Sign the authorized signature line (some joint and/or trust accounts require all owners’ signatures.)
9. Return the completed authorization form to the St. Joseph Church Office as shown below.

#### **NOTE:**

1. Remember, if this is a NEW authorization or CHANGE in account, attach another voided check AND re-insert your checking/savings account number on this form.
2. Be sure that at least one signature is that of the registered parishioner who is also the account owner. We cannot at this time accommodate any account transfers where the account owner is a person or organization other than the registered parishioner named.
3. You only have to call our Parish Office(not your bank) for any other changes you wish to make in amounts or applications.

If you have any questions about this process or need help in taking advantage of this Stewardship Opportunity please contact: David Leaman, Coordinator of Development @ 1-847-362-2073x223  
or email = dleaman@ stjoseph-libertyville.org.

St. Joseph Parish  
121 E. Maple Avenue  
Libertyville, IL 60048

## **YOU ARE INVITED TO CONSIDER GIVING OF “FIRST FRUITS” OR USING PLANNED GIVING AND OUR EFT PROCESS – ELECTRONIC FUNDS TRANSFER**

### **WHAT IS ELECTRONIC FUNDS TRANSFER?**

EFT is an electronic payment service to pay bills, make purchases and conduct banking activity. At St. Joseph Church, EFT allows parishioners to use this method to make planned charitable contributions.

### **WHAT ARE THE ADVANTAGES OF EFT?**

When considering how best to give back to God of our resources and gifts, we are encouraged to think of giving our “first fruits” rather than what we have “left over.” Because it is automatic and consistent over time, EFT offers a way to give of our “first fruits.”

EFT is a win-win for the church and for parishioners. Have you ever forgotten your envelope donation at home or not sent it in a timely way due to vacation or business travel? The collection basket on Sunday is limited to those physically present during a particular liturgy. With EFT, if you are ill or on vacation you have a way to regularly and conveniently give. The church’s internal costs are lowered as well. Donors also have the added flexibility of designating their donations for either regular weekly plate collection, including the Special Collections at Christmas and Easter, St. Joseph Social Justice Ministries.

### **WHAT ABOUT THE RITUAL OF PASSING THE BASKET AND PUTTING IN MY ENVELOPE?**

You can either specify that you do not wish to receive any more envelopes, or if you would like to continue to participate in the basket collection ritual, our envelopes have a space to check that indicates you have given electronically. You simply check this and bring your envelope to put in the basket when passed.

### **HOW DO I GET STARTED?**

You are invited to fill out the attached EFT form with a voided check and we do the rest. Return it to St. Joseph Parish in an envelope marked “Planned Giving” to the attention of Dave Leaman at the Parish Office, 121 E. Maple Avenue, Libertyville, IL, or drop it in the collection basket on Sunday.

### **IS IT DIFFICULT TO INCREASE THE AMOUNT WHEN I WOULD LIKE TO?**

No, N

not at all. You do not have to go to your bank. Just call the Parish Office at 847-362-2073 and we will be glad to make any adjustments.

### **WHAT IF I CHANGE BANKS?**

Simply inform the Parish Office.

Your consideration of this option is appreciated! In whatever way we contribute financially, the mission of Jesus is furthered at St. Joseph Parish. We hope this has answered your initial questions about EFT and that you will prayerfully consider this option. If you have any further questions, contact Dave Leaman at 847-362-2073.