

**PRE-
AUTHORIZED
OFFERING PLAN**

Harvest Bible Chapel Waterloo
Region
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HARVEST BIBLE CHAPEL
WATERLOO REGION

How PAO Works

By subscribing to a "Pre-Authorized Offering Plan", you personally authorize Harvest Bible Chapel

Waterloo Region to regularly withdraw your offering directly from your bank* account.

All you need to do is select the amount you wish to give and the most convenient monthly date(s) (1st or 15th or both) for the withdrawals.

Harvest Bible Chapel Waterloo Region looks after everything else. We arrange for the withdrawal from your account and the bank confirms the transactions on your monthly statement.

* "Bank" refers to any bank, trust company or financial institution.

ADVANTAGES

- *Convenient and trouble free!* You no longer have to remember to write your cheque or bring your offering. If you are away, the church continues to receive your offerings.
- *Economical* – saves envelopes, and most importantly, time.
- *Dependable* – you know the transaction will be made on the date you specify, not whenever the cheque goes through.
- *Cost effective* – greatly assists Harvest Bible Chapel Waterloo Region in cash management and reduces administrative time.

GETTING STARTED

Complete the attached authorization form, being sure to note withdrawal date(s) and amount for your own records. (You may wish to make a photocopy for your file.)

Enclose a blank cheque for the account you wish to use. Write "VOID" in obvious type across the cheque. Detach and return the completed authorization form and voided cheque in an envelope to the church office.

You may also place the completed form in the offering plate.

HOW TO REVISE OR CANCEL

To change either the transaction date or amount, simply send us a letter or email indicating the changes requested.

If for any reason you wish to cancel the plan at any time, simply send us a letter or email stating this request. We require at least 4 business days prior to the transaction date to avoid any returned cheque charges.

Plan cancellation may also be arranged by telephone.

Should you require last-minute cancellation, you can place a "stop-payment" order at your bank. We would prefer you contact us to request cancellation as this would avoid a returned cheque charge.

PRE-AUTHORIZED OFFERING PLAN

Please complete this form and return it to the church office to the attention of Dale Hawker.

I hereby authorize Harvest Bible Chapel Waterloo Region to withdraw my offerings as outlined below.

Pick one or more of the following:

Monthly transaction date: 1st 15th Both

In the amount of \$ _____

Beginning the month of: _____

Designate to General Account:

Name: _____

Address: _____

City: _____ Prov: _____

Postal Code: _____

Phone (H): _____

(W): _____

Bank Name: _____

Address: _____

City: _____ Prov: _____

Postal Code: _____

Account #: _____

Void cheque enclosed: Yes

Please sign below as you would on a regular cheque.

Second signature is required for joint accounts.

Signature 1: _____

Signature 2: _____

Date: _____