

**THE CHURCH OF ST. JOHN THE BAPTIST  
ACH AUTHORIZATION AGREEMENT FOR ELECTRONIC PAYMENT**

By signing this form, I authorize The Church of St. John the Baptist (hereinafter "the Company") to initiate electronic credit/debit entries to a checking or a savings account indicated below at the financial institution identified below. I understand that payments and reimbursements *may* be made by the Company, to me or the vendor I represent and *only to the one bank account indicated*. In the event of overpayment to this bank account, I authorize the Company to make an adjusting debit entry to the account up to the amount of the overpayment. I may revoke or cancel this authorization and enrollment by notifying The Church of St. John the Baptist in writing at least fifteen (15) days prior to termination. *Any change* to the bank account or to a new financial institution will require a *new* THE CHURCH OF ST. JOHN THE BAPTIST AUTHORIZATION AGREEMENT AND ENROLLMENT FORM. Failure to notify the Company of an account change will delay payment.

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

Return the completed form to the following:  
The Church of St. John the Baptist  
632 South Broad St.  
Mankato MN 56001

**Instructions:**

Complete this form in its entirety. Any missing or incorrect information will be result in the delay of processing the electronic transaction.

**This form must be returned to us 3 business days PRIOR to the "Start Date" of the transfer to comply with prenotification rules.**

*5th of month  
20th of month  
↓  
or both*

**Transferring Account Details**

Name on Account (Please Print)			Reason for Authorization			Original Transfer Amount			Start Date			Frequency		
Name of Financial Institution							Routing Number							
Account Number							Type of Account (Select One)							
							<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan							
Authorized Signature										Debit		Credit		
X														

Select One

**Please Attach a Voided Check**

\* Deposit Slips may not contain the correct ACH routing number \*