

Date: July 2011
To: Congregation Treasurers
Re: Electronic Funds Transfer of Pledge dollars
From: Linda Hagge, District Treasurer

At long last, we are able to offer the convenience of electronic funds transfer (EFT) for payment of pledge dollars. Over the past two years, many of you requested this convenience. Now that we have completed our accounting software upgrade, you may take advantage of the EFT option.

Here are the step-by-step instructions for enrolling:

- Please make a hard copy of the "Congregation Pledge Payment form" (also known as the "Electronic funds transfer authorization form") found on the Treasurer's Resource page of the Texas District web site.

- Fill in the identifying information which includes the congregation's circuit number. The circuit number is the four digit number found on your pledge receipt book. It is also located on your pledge statement as a "Pin Number." (Please call if you have any questions.)

- Enclose a voided check or savings deposit slip when returning the form. We must use this information to ensure the bank routing information is perfect.

- Indicate and designate the pledge payment amount by account number on the form.

Please note: The convenience of electronic transfer will work for those congregation's that make pledge payments of **the same dollar amount to the same accounts** each month. The payment amount or accounts can be changed at any time but you probably will not want to be changing it frequently. Changing the amount or account frequently would defeat the "time saving" aspect of using this process. Please see the instructions for how to resubmit the electronic funds transfer authorization form when a change is necessary.

- The authorized signer(s) on the bank account must sign the "Congregation Pledge Payment form" (also known as the "Electronic funds transfer authorization form.")

- Please note you may select withdrawals to occur either on: 1) the first of the month; or 2) on the first and fifteenth of the month. If the monthly withdrawal is divided between the first and fifteenth, please ensure the amount to be withdrawn is the same for each date.

-Once the congregation is set up for EFT, you will no longer need to submit a remittance sheet. A remittance sheet will only be necessary if you submit additional dollars for other reasons via a paper check and mail it in. Your EFT payment amount will be indicated on your bank statement as well as the pledge receipt report sent out monthly sent out monthly by the Treasurer's Office.

-Please answer all questions carefully on the form. If you are unsure of an entry, please call us.

-Mail the form along with the voided documents to the Texas District office:

Texas District LCMS
Attn: Treasurer's Office
7900 E. Hwy 290
Austin, Texas 78724-2402

Questions? Please direct them to either:

Glynis Perez
glynis.perez@txdistlcms.org

Linda Hagge
linda.hagge@txdistlcms.org

1-512-926-4272
1-800-951-3478

Thank you for serving the Lord in all you do!

Linda Hagge