



Direct Giving Agreement

- New Authorization
- Change contribution amount
- Discontinue electronic funds transfer

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Monthly Contributions (Transferred on the 5th and/or the 20th of each month. Mark one or both.)

5th of each month in the amount of \$ _____

_____	General Fund
_____	Missions
_____	REACH Campaign
_____	Other Ministry (please specify)

Total amount \$ _____

20th of each month in the amount of \$ _____

_____	General Fund
_____	Missions
_____	REACH Campaign
_____	Other Ministry (please specify)

Total amount \$ _____

Please begin my contribution starting: _____ (MM/DD/YYYY)

- Continue my contribution until notified.
- Continue my contribution until: _____ (MM/DD/YYYY)

Please accept my ongoing contribution from my:

- Savings account (please attach a savings deposit slip)
- Checking account (please attach a voided check)

Bank Name: _____

Bank Routing # _____ Bank Account # _____

I authorize Westview Community Church to process an automatic Electronic Funds Transfer (EFT) from my bank account as specified above. This authority will remain in effect until I give reasonable notification to terminate this authorization or until the last specified payment date.

Authorized signature on account: _____ Date _____

Please attach a voided check and return to Financial Assistant, Westview Community Church, 615 Gillespie Drive, Manhattan, KS 66502.

Direct Giving Option

The Westview Community Church Direct Giving Option is an Electronic Funds Transfer (EFT) option that allows you to give faithfully without writing a check. Your bank will automatically transfer the amount you specify, once or twice per month. A record of each donation will appear on your bank statement. In addition, you will receive an annual charitable contribution statement in compliance with the Internal Revenue Code requirement for charitable giving. Sign up today by completing the Direct Giving Agreement.

QUESTIONS AND ANSWERS ABOUT DIRECT GIVING

Q. What is direct giving?

A. Direct giving is a form of electronic funds transfer (EFT), an automatic program that allows you to make contributions without writing checks.

Q. What is the advantage of electronic funds transfer?

It saves time and work, which simplifies your life. It will also save money and help Westview stabilize its budget.

Q. How is the electronic funds transfer automatically deducted from my account?

A. Once you authorize the transfer, your specified contribution is electronically transferred directly from your checking or savings account to Westview Community Church's account.

Q. When will my contribution be deducted from my account?

A. You may choose to have your contribution deducted on the 5th and/or the 20th of the month.

Q. If I do not write checks, how do I keep my checkbook balance straight?

A. Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date.

Q. How can I prove I made my contribution if I do not have a cancelled check?

A. Your bank statement gives you an itemized list of electronic transfers. It is your proof of contribution. You will also receive an annual contribution statement from Westview in January.

Q. Is electronic funds transfer risky?

A. Electronic funds transfer is less risky than a check contribution. It cannot be lost or stolen. It has an extremely high rate of accuracy.

Q. What if I change bank accounts?

A. Notify us and we will give you a new authorization form to complete.

Q. How much does it cost to participate in the direct giving option?

A. There is no cost to you.

Q. What if I try electronic funds transfer and don't like it?

A. You can cancel your authorization by notifying us at any time.

Q. How do I sign up for electronic funds transfer?

A. Complete and sign the authorization form and return with your voided check to: Finance Office, Westview Community Church, 615 Gillespie Dr., Manhattan, KS 66502.

Q. Are these contributions tax-deductible?

A. Yes, you will receive an annual contribution statement which shows these contributions just as you would if you donated by check.

Additional questions? Contact Joyce Nelson, Financial Assistant, Westview Community Church, (785)537-7173 ext. 112 or jnelson@westviewcommunity.com