



Automatic Deduction Payment Plan

NOW YOU CAN WRITE ONE LESS CHECK... Automatic deduction is a safe and convenient method of paying your membership dues or Bet Sefer tuition. Paying your bill through Automatic Deduction means your money stays in your account until the day your payment is due.

HOW DOES AUTOMATIC DEDUCTION WORK? You simply authorize us to notify your bank to transfer the amount you designate to our congregation's bank account on or about the 5th day of any month you select. We can do this each month, quarterly, or twice a year. We do this through the Automated Clearing House (ACH) and can work with any bank or financial institution. It does not cost you or the congregation any money.

HOW WILL I KNOW THE CORRECT AMOUNT HAS BEEN TRANSFERRED EACH TIME? For your records, the transfer will appear on your bank statement. Should you ever feel that the transfer amount is incorrect, notify your bank to research the transfer. A reversal can be made up to 15 days after you receive your statement. Your bank can only transfer the amount that you have authorized to be transferred, and you can stop payment on a transfer just like checks drawn on your account.

CAN I CANCEL THIS AT ANYTIME? Certainly. Just give us thirty days to process the cancellation.

HOW DO I SIGN UP? It's easy. **Complete the authorization form below and return it to us along with a voided check or deposit slip for the account you select.** We'll do the rest. If you have any questions, please contact our bookkeeper at 257-2944 or email bookkeeper@shamayim.org.



AUTHORIZATION AGREEMENT FOR AUTOMATIC DEDUCTION:

I/We _____ hereby authorize **Congregation Shaarei Shamayim** to initiate debit entries from the account I have selected.

STEP ONE: Please check one:

- A voided check or deposit slip is enclosed Please use the same account used in the 2009/10 automatic debit

Please note that this form will need to be resubmitted for each year.

STEP TWO: Total amount to be deducted on or about the 5th of the month:

Membership dues \$ _____
Bet Sefer (religious school) tuition \$ _____
Additional contribution \$ _____
TOTAL \$ _____

STEP THREE: One of the following options below must be checked:

- I would like to have payments deducted each month beginning September 2010
 I would like to have payments deducted in the following months:
____ September 2010 ____ October 2010 ____ November 2010 ____ December 2010 ____ January 2011
____ February 2011 ____ March 2011 ____ April 2011 ____ May 2011 ____ June 2011 ____ July 2011 ____ August 2011

Deductions will be made in equal amounts in the months you select.

Signature _____ Date _____