

# How the Process Works

## Steps to start your electronic giving



### 1. Authorize

Fill out an “**Authorization for Electronic Contribution**” form. You can ask for it in the church office or find copies on the information table in the back hallway. You can also download a PDF on [www.alvinmethodist.org](http://www.alvinmethodist.org) – click on “e-giving” in the menu bar. Turn your completed form in to Wanda Johnson in the church office. Include a voided check or provide the routing number from your account. (See the form for instructions on where to find that.) You will specify the amount to be debited from your account and choose the transaction date— on either the 9<sup>th</sup> or 25<sup>th</sup> of each month, or both.

### 2. Test

The company that processes the transactions may perform a test entry by sending the checking or savings account information you provided, but no dollar amount, to your financial institution. This entry is called a **pre-notification**, and is done to make certain that your account numbers have been correctly recorded.

### 3. Process

First United Methodist Church of Alvin processes the payment electronically. In banking terms, this is known as an ACH transaction. (It is named after “Automated Clearing House” which is the institution that processes these transactions in the US.)

### 4. Post

Your bank debits your account and credits the First United Methodist Church of Alvin's account.

### 5. Confirm

Your monthly account statement from your financial institution will include detailed reports of your ACH Payment transactions.