

**Electronic Giving through Vanco Services.**  
**Specific Requirements for filling out the Authorization Form:**

- **Please** print clearly.
- Please do not enter data in the first line beginning “For Office Use Only”.
- Effective Date of authorization:
  - this is the date you wish to begin electronic giving;
  - please use a “Sunday” date **at least three weeks beyond the current date** to allow enough time to process your Authorization Form;
  - this date will be the same date as “Date of First Donation” listed below;
  - the date that your contribution will actually be deducted from your account will be the first applicable date **after** the “Effective Date of authorization”; applicable dates are Mondays (if frequency is weekly) or the 1<sup>st</sup> or 15<sup>th</sup> of the month (if frequency is semi-monthly or monthly); if an applicable date is a weekend date or a holiday, the debit to your account will be on the first business day following.
- Type of Authorization Form is “New Authorization” if this is your first Authorization Form.
- Please fill in your name and address; email address is optional.
- Please check **either** Checking Account **or** Savings Account.
- Fill in both Routing Number and Account Number (these numbers must match with the numbers that appear on your voided check).
- “Date of First Donation” will be the same date as “Effective Date of authorization” above.
- Please check only one line under “Frequency of Donation”.
- Under “Funds and Amounts”, please check to which fund you are donating and indicate the amount of your donation (you may check more than one fund); add all the amounts together and enter on the “Total” line.
- Sign and date the Authorization Form.
- If your contribution is from a checking account, you must attach a voided check in the space provided. Please do not staple the check to the form; use scotch tape or a paper clip.

Distribute your Authorization Form directly to the Treasurer:

- You may mail the Authorization Form in a sealed envelop to the following address:

First Church of Christ, Scientist  
Attention: Treasurer  
150 Fifteenth St. N.E.  
Atlanta, GA 30309
- You may give the Authorization Form to the Treasurer directly.

**Thank you for participating in Electronic Giving**