

AUTO-DEBIT PROCEDURE  
FOR YOUR CHURCH PLEDGE (MONTHLY ONLY)

The church has arrangements with its bank, Midwest Bank of Hinsdale, to allow for the automatic transfer (through the ACH system) of your pledge amount from your checking or savings to the church's account on a monthly basis.

This is an easy way to keep your pledge current and to help the church with its cash flow, especially in the summertime, when many members are traveling.

It's really easy to do. Just fill out the auto-debit form (see next page), attach a voided check, and return it to the bookkeeper in the church office. That's all there is to it!!

**If you already use Auto-Debit and your account information is the same, you only need to enter the new pledge amount for the current year, and to sign and date the form at the bottom.**

Please be sure to double check that the monthly amount that you put on the form equals the total amount for the year that you wish to pledge. Also, please provide your daytime telephone and current email address so that we may contact you if any clarification about your pledge is necessary. Don't forget to keep a record of your pledge for yourself.

If you have any questions or changes, please contact the bookkeeper in the church office at (630) 968-0358 or email [lindav@uccdg.org](mailto:lindav@uccdg.org).

THANK YOU FOR SUPPORTING GOD'S WORK THROUGH THE SHARING OF YOUR RESOURCES!

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For your records:

Total amount pledged for the year: \_\_\_\_\_ Date: \_\_\_\_\_

First Congregational United Church of Christ  
1047 Curtiss Street  
Downers Grove, IL 60515-4607

**REQUEST FOR AUTOMATIC DEPOSIT OF PLEDGE**

I hereby authorize First Congregational United Church of Christ of Downers Grove and the financial institution designated below to begin deductions from the account designated below in the monthly amount of \$\_\_\_\_\_ (per my written pledge to the church).

Financial Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Transit/Routing #: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name(s) on the Account: \_\_\_\_\_

Account holder(s) Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**I have attached a voided check** to insure the accuracy of the account number and my financial institution's ID transit/routing number shown above.

**I understand that I can stop any payment authorized hereunder by giving the church written notice at any time up to 10 business days before my automatic deduction is scheduled to occur (transmissions take place on the last business day of the month).**

I understand that my monthly bank statement will show the amount and date an automatic deduction was made. *I understand that I am responsible for ensuring that the account designated above has sufficient funds on my automatic payment date to allow for the automatic deduction.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Note:** If two persons are signers on the account, BOTH MUST sign this form to be valid.

\_\_\_\_\_  
For office use only:

Date received: \_\_\_\_\_ Amount to debit: \_\_\_\_\_