Dear PAC Members and Attendees,

Attached is an authorization form that will allow Plymouth Alliance Church to withdraw your desired tithe directly from your checking or savings account.

**Please read these pages carefully** while filling out the required information. Errors in routing or account numbers will greatly hamper the process. To assure the greatest measure of accuracy, please attach a voided check to the form if the withdrawal will be coming out of a checking account.

Here are some points for your consideration as you read and fill out the authorization form:

* Withdrawal amounts will not be changed from month to month. This option is intended for those who give the same amount to the same categories every month.
* If you are requesting a withdrawal from an account that is held jointly (for example: husband and wife) then both names and signatures must appear on the authorization form before any withdrawals will begin.
* Currently only a “**once-a-month**” withdrawal option will be offered. That withdrawal will occur the first business day after the first Sunday of each month.
* Only the following disbursement designations will be accepted on the authorization form:
	+ General Fund
	+ Great Commission Fund
	+ CAMA
	+ Tony & Raeni Roos
	+ Chris & Sarah Baker
	+ Jen & Hannu Vahakangus
	+ Sam & Jen Stemple
	+ Trevor & Sarah Schuh
	+ Chad & Nicki Clason
	+ Steve & Wendy Lovell
* Only a signed written request to **discontinue** automatic withdrawals will be accepted.
* You will be responsible for keeping track of automatic withdrawals from your account and you **will not** receive monthly notifications from the church. Your monthly contribution will show up on your financial/giving report accessible on MyPAC Login.

Please return the completed and signed authorization form to the Treasurer by placing it directly in his hands or mailing it to the church addressed to him. **Do not** leave your form under an office door or in the treasurer mailbox.