

# PAR AUTHORIZATION FORM

I hereby request and authorize:

## The United Church of Canada

to cause a debit to be drawn on my account each month in the amount of \$ \_\_\_\_\_ as a contribution by me to  
**Nanaimo Hope Lutheran Church**

Contributor's Name \_\_\_\_\_

Distribution: General \_\_\_\_\_ Youth \_\_\_\_\_ Other \_\_\_\_\_

Financial Institution/Credit Card Information \_\_\_\_\_

TO ENSURE ACCURACY A SAMPLE CHEQUE, MARKED "VOID", MUST ACCOMPANY THIS FORM.

\_\_\_\_\_  
Signature of Contributor

\_\_\_\_\_  
Date

**This Authorization may be changed by the donor at any time.**

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (2000. c.5)*.

To set up the program, The United Church of Canada requires the following:

From the donor: a completed authorization card and a void cheque on the donor's bank account.

From the congregation: a void cheque on the bank account(s) that is to be credited with the funds collected. The system can accommodate up to three different bank account numbers, e.g. general account, mission account, reserve account, etc.

Also from the congregation: the name of one contact person, with a daytime phone number for use during business hours. The contact person will also receive the monthly reports. The contact person may be the parish secretary, the treasurer, the financial secretary, etc.

A monthly report is mailed to the congregation from The United Church of Canada showing the breakdown of individual donors, the monthly service charges, and the net amount credited to the congregational bank accounts. Both the treasurer and financial secretary should share this information. The congregation's bank statement should be checked to ensure that the amounts deposited are equal to the amounts recorded on the monthly report.