



PENNSYLVANIA CONFERENCE of SEVENTH-DAY ADVENTISTS

ACH Electronic Fund Transfer (EFT) Authorization Form

In response to requests from our local treasurers, Pennsylvania Conference is pleased to offer Electronic Funds Transfer (EFT) option for paying your remittance. This is an optional service that allows you to have the amount of your monthly remittance transferred from your church's checking account to the Pennsylvania Conference's checking account at no additional cost to you.

If you are interested in participating:

1. Complete the form below in its entirety. Please print clearly.
2. Attach proper documentation. If you choose to have your payments withdrawn from your checking account, you must attach a **VOIDED CHECK**.
3. Return the completed form and the attachment to the Conference office at:
 Pennsylvania Conference of Seventh-day Adventists
 ATTN: Treasury Department
 720 Museum Road
 Reading, PA 19611

What happens each month?

1. Send your remittance report to Pennsylvania Conference using one of the following options:
 - a. Email the remittance report to TREASURY@PACONFERENCE.ORG
 - b. Fax the remittance report to 610-374-9331.
 - c. Mail the remittance report to ATTN: Treasury, 720 Museum Rd., Reading, PA 19611
2. The remittance reports received will be processed on Thursday. Since two business days are needed for the EFT process, the funds will be deducted from the church bank account on Monday of the following week.

Please call Karen Schneider or Barb Johns in the treasury department (610-374-8331) if you need further information.

Authorization Agreement for Direct Payments (ACH Debit)	
Church Name: _____ (please print clearly)	
Church Address: _____	
City: _____	State: _____ Zip: _____
Church Treasurer Name: _____	
Daytime Phone: _____	Evening Phone: _____ Email: _____
Bank Name: _____	
Routing Number: _____	Account Number: _____
This authority is to remain in full force and effect until Pennsylvania Conference has received written notification from the local church treasurer of its termination in such time and in such manner as to afford Pennsylvania Conference a reasonable opportunity to act on it.	
Signature of Authorized Account Signer: _____ Date: ___/___/_____	

Treasury Dept. Use Only:	Date Received: _____	Initials: _____
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