

## CROSSPOINT @ COLONIAL PARK C.A.R.D.s Standing Order Authorization Form

Name			Starting Date
Address			Telephone (Day)
City	State	Zip	Telephone (Evening)

Retailer	Denomination	Quantity	Total	Frequency (weekly, bi-weekly, monthly, or semi-monthly)
<i>sample: Giant</i>	<i>\$50</i>	<i>2</i>	<i>\$100</i>	<i>weekly</i>

**I will pay (select one):**

cash or check upon pickup  
 direct debit (Please fill out the Financial Information and Authorization sections below.) Debits will occur on a Tuesday for orders picked up by Sunday.

**Financial Information:**

Financial Institution's Name			Telephone
Address			Account Number
City	State	Zip	Checking OR Savings (Please circle one)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Financial Institution's Routing Number  
(Obtain from the left side of a voided check or from a savings's account deposit ticket or contact your financial institution).

**Authorization:**

I authorize and request CrossPoint United Methodist Church, 430 Colonial Road, Harrisburg, PA 17109 to process debit entries to my account as specified above. I have attached a voided check or a savings deposit slip. This authority will remain in effect until I notify CrossPoint United Methodist Church in writing to either change the information above or to terminate this authorization (7 days notice is required for changes).

X \_\_\_\_\_ X \_\_\_\_\_  
 Authorized signature on account Authorized signature on account (joint account owner)

Please sign and return this form, along with a voided check or savings account deposit slip, to the Church Administrator.

FOR OFFICE USE ONLY:	Date Received	Date Processed	Effective Date	Office Rep

**CrossPoint United Methodist Church**  
**C.A.R.D.s (Cards Aimed at Reducing Debt) Standing Order Request**

1. **What is the C.A.R.D.s program?**  
CrossPoint United Methodist Church's C.A.R.D.s program is a fundraising program where the church buys gift cards to local businesses at a discount and sells them at face value. The profit from this program is put towards building additions and renovations.
2. **What is a standing order?**  
A standing order is an order that is filled on a regular basis. You pick how often you want to receive your order. Standing orders can be weekly, bi-weekly, semi-monthly (1<sup>st</sup> and 15<sup>th</sup> of each month) or monthly (1<sup>st</sup> of the month).
3. **What's the advantage of a standing order?**  
A standing order will insure that you get the C.A.R.D.s you want. It will also help in reducing your time at "check out".
4. **How do I pay for a standing order?**  
You can pay with cash or a check when you pick up your order. You can also request a direct debit from your checking or savings account to pay for your order. (This request is located on the other side of this form.) Orders picked up by Sunday will be debited the following Tuesday (or Wednesday, if Tuesday is a holiday). Your account will NOT be debited if you do not pick up your order.
5. **What if I miss picking up my regularly scheduled order?**  
We will hold any orders that are not picked up. If an order is not picked up by your next scheduled pickup, we will not duplicate your order. You will only have one order. (Of course, you will have the option of purchasing additional C.A.R.D.s from our inventory.)
6. **How can funds be drawn directly from my bank account?**  
Account withdrawals are made only with prior authorization from you. No funds will be withdrawn unless you specifically authorize the transaction(s) to occur. This program is completely optional and is offered strictly as a convenience to you.
7. **How do I change or stop my standing order?**  
You can make a change at any time by simply completing a new authorization form. (Please give 7 days notice.) Please call Kathy Goodman, Church Administrator at 545.1911 to stop an existing order.
8. **Is there a risk in making direct debits?**  
No. An electronic debit is safer than writing a check; it cannot be lost, stolen, or destroyed. Plus, electronic debits have an extremely high accuracy rate.
9. **Who sees the information on the authorization form?**  
Only the Pastor of Church Administration and/or the Church Treasurer will see the information provided on the authorization form.