

**ST. FRANCES CABRINI CATHOLIC CHURCH**  
**ELECTRONIC GIVING PROCESS**

The Electronic Giving Process offers convenience, privacy and security to parishioners. Once enrolled, monthly donations to Regular Sunday Collections, Stewardship, Building Fund and Mission Outreach become automatic. Enroll now to enjoy these benefits.

**INSTRUCTIONS FOR COMPLETING AND DELIVERING THE *ELECTRONIC GIVING FORM***

1. **Print a copy of the form.** Complete information for every blank line of the form. If information is not applicable, place N/A in the space (for example, a single donor would place N/A in the second Printed Name and Signature spaces).
2. If you do not know where to locate the Routing Code or Account Number of your account, the Church Office can obtain the information from the VOIDED check that you attach.
3. Circle whether your account is Checking or Savings.
4. Each of the four Contribution Types will only be processed ONCE A MONTH so if you usually donate weekly, then increase your donation to a monthly total. The easiest way to make this calculation is to take your annual contribution amount and divide by 12 months.
5. Print and sign your name(s) and date the form, as indicated.
6. For confidentiality and privacy, HAND DELIVER your completed form to either Father Juan Rivero before or after Mass or to Maureen Fuller, Parish Business Manager, at the Parish Business Office in the Education Building.

**Once your Electronic Giving Form is processed, the following will occur:**

1. You will receive a test notice from the bank about 7-10 days before the first formal transaction. This notice is for your advice only and requires no action on your part.
2. St. Frances Cabrini Catholic Church will process all Electronic Giving transactions at the first of each month. You should note your account records accordingly.
3. If you wish to change any detail of your account, you must complete and deliver a new Electronic Giving Form. You can obtain a new form from the St. Frances Cabrini Web site ([www.stfrances.net](http://www.stfrances.net)) or from Maureen Fuller, Parish Business Manager, at the Parish Business Office in the Education Building.

