

## ***Direct Payment Authorization Form – Fixed Payments***

Downtown Ministries is pleased to offer you an extremely easy way to donate and have each cent you give go further – Direct Payment Plan. Through the Direct Payment Plan your donation can be automatically deducted from your checking or savings account directly into ours!

**The Direct Payment Plan will help you AND US in several ways:**

- It will save **you** time and money – fewer checks to write and mail – less postage.
- Every dime of **your** donation gets to **us!** – Credit card and online fees can amount to more than 3% of what you give not getting to Downtown Ministries.
- It is easy for **you** to sign up, easy to cancel.

### ***Here is how Direct Payment Plan works:***

You authorize regularly scheduled donations to be made from your checking or savings account. Then just sit back and relax. Your donations will be automatically made on the **15<sup>th</sup> of each month**, and will appear on your bank statement.

The authority you give us to debit your account will remain in effect until you notify us in writing to terminate the authorization. If the amount you would like to donate changes, simply let us know in writing. The Direct Payment Plan is dependable, flexible, convenient and easy.

***The authorization form, which is provided, gives you or your company and your financial institution authority to debit your donations directly from your account.***

**To donate through the Direct Payment Plan, complete the attached authorization form and return it to:**

**Downtown Ministries  
165 Pulaski Street  
Athens, GA 30601**

### **Form Directions:**

- 1) **Check the box (checking or savings) next to the type of account from which you would like your donation to be deducted.**
- 2) **Enter the amount you would like deducted each month in the “for donation in the amount of \_\_\_\_\_” (i.e., If you want to donate \$1,200 a year, enter \$100 in the space).**
- 3) **You may specify your donation to the Downtown Academy by checking the “Downtown Academy” box.**
- 4) **Enter today’s date, the name of your bank, and your bank’s city and state on the lines provided.**
- 5) **List your Transit Routing Number and Account number in the spaces indicated.**  
**--OR--**  
**Attach a voided check for verification of all financial institution information.**
- 6) **SIGN THE FORM**

Name: \_\_\_\_\_

## Direct Payment Authorization Form

**Please complete the information below:**

I authorize **Downtown Ministries, Inc.** to initiate electronic debit entries to my:

Checking Account

Savings Account

for donation in the amount of \_\_\_\_\_ on the 15<sup>th</sup> of every month.

Please specify your intended designation of your gift:

Downtown Ministries  
General Fund

Downtown  
Falcons

Downtown  
Academy

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law. This authority will remain in effect until I have cancelled it in writing. I understand that, if necessary, an adjusting debit or credit entry may be made to correct an error. I also authorize the financial institution named below to credit and/or debit my account for the correcting entries. I duly certify that I am an authorized signer of said account and have the right to enter into this agreement.

Date: \_\_\_\_\_

\_\_\_\_\_  
FINANCIAL INSTITUTION

\_\_\_\_\_  
FINANCIAL INSTITUTION CITY & STATE

### TRANSIT ROUTING NUMBER

NOTE: Only 9 digits in Routing numbers

### ACCOUNT NUMBER INFORMATION

\_\_\_\_\_  
SIGNATURE