

## Pre-Authorized Giving Procedure – Churches

1. Submit all new applications (including a void cheque) and revisions a minimum of 7 days prior to the end of each month for the following month. If you are submitting fax or email copies, please ensure someone (preferably your Envelope Secretary) is keeping the originals or a copy in your parish files.
2. Prior to PAG transmission, the Synod Office will email the designated person at your church a detailed list of the donors and amounts given for that month and year-to-date.
3. The cost to the parish is \$2.50 for each new entrant. There is no charge for revisions thereafter.
4. Specified amounts are deducted from Donors' accounts on the 10<sup>th</sup> of each month or the work day prior if the 10<sup>th</sup> falls on a weekend or holiday.
5. The monthly donations are direct deposited to the Church accounts on or about the 10<sup>th</sup> of each month. The direct deposit is on the same day as the first semi-monthly payroll Pre-Authorized Payment (PAP) is withdrawn and this corresponds with the day the payroll is withdrawn from the Diocesan Operating Account.
6. The parish will be charged \$10.00 for each parishioner's account that cannot be debited for whatever reason (NSF/Acct closed/Stop payment)

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