

MCYM EFT Enrollment and Authorization Form (Cont.)

Designation: Please designate my gift monthly as follows:

Staff or Project Name Amount Per Month

_____	_____
_____	_____
_____	_____
_____	_____

Total Monthly Donation _____

Signature(s) required:

**Note both signatures are required when the bank account is held jointly.*

I/we hereby authorize MCYM, or its agency, to transfer the amount listed above from the indicated account the 15th of each month (if the 15th falls on a weekend or holiday, on the next business day).

Signature

Signature

Date

Please send completed from with voided check to:

MCYM EFT Program
540 North Cascade Avenue,
Suite 300
Colorado Springs, CO 80903



MCYM is a member of the Evangelical Council for Financial Accountability.

All funds given in support of a MCYM staff person are received with the donor's intent in mind. To ensure the tax deductibility of the gift, the final distribution is under the control of the governing board of MCYM. These gifts are classified as designated funds, which means they are "...unrestricted funds set aside for specific purposes by action of the governing board." (AICPA 78-10)



Contact Us

MCYM
540 North Cascade Avenue,
Suite 300
Colorado Springs, CO 80903

Phone: 800-832-9098
FAX: 719-381-1869

E-mail: mcym@mcym.org
Web: www.mcym.org



Electronic Funds Transfer Program

540 North Cascade Avenue,
Suite 300
Colorado Springs, CO 80903
800-832-9098

Electronic Funds Transfer Program

MCYM offers Electronic Fund Transfers (EFT) to all donors. To participate in the program, please read this brochure and follow the instructions carefully.

How does the EFT program work?

On the 15th of each month, MCYM's bank will withdraw your donation from your bank account. Your withdrawal will appear on your monthly bank statement and you will receive a tax-deductible receipt from MCYM by the end of the month in the mail.

How do I enroll?

(We must have the following information or we will not be able to process your enrollment!)

- Fill out the entire EFT Enrollment and Authorization Form.
- If your donations will be withdrawn from a checking account, **enclose a voided check** from that account.
- If your donations will be withdrawn from a savings account, you will need to provide us with your routing and account numbers. You will need to obtain those numbers from your bank before enrolling.
- It is very important you include your bank's phone number. Our bank may need to contact your bank if any problems arise while withdrawing funds from your account.
- Return your form by the 20th of the month to qualify for the next month's debit. Late enrollments will not take effect until the following month (for example: if your enrollment reaches us on June 22nd, you have missed the deadline for the July 15th withdrawal and your first withdrawal will be August 15th).

Frequently Asked Questions

What are the benefits of enrolling in the EFT program?

Enrolling in the EFT program eliminates mailing monthly gift checks which will help avoid missed or late gifts due to mail delays or oversight. The EFT program also helps reduce MCYM's processing time and costs associated with gifts made with traditional checks.

Once I am in the program, how do I change my donation amount or designations of my gift?

To change the amount of your donation or how you want your donation designated, contact MCYM at the address listed on the back of this brochure. You will need to contact us before the 5th of the month to change the same month's withdrawal.

What if I need to stop my withdrawals?

Simply let us know by the 5th of the month to cancel the withdrawal occurring on the 15th of the month.

What if I change banks?

Please send us a voided check from your new bank account by the 20th of the month prior to the first withdrawal from your new account. We ask that you close your old account after the 18th of the month in which we withdraw the final gift.

What if someone I support leaves employment with MCYM?

Our EFT policy is to withdraw donations for active staff only. Once you are notified of the staff member's departure, you will be given the opportunity to change or cancel your enrollment.

Where do I send my completed form?

Send your completed EFT Enrollment and Authorization Form **and voided check** to:

MCYM
540 North Cascade Avenue,
Suite 300
Colorado Springs, CO 80903

Call 800-832-9098 with other questions.

MCYM EFT Enrollment and Authorization Form

Your Information:

Name _____

Address _____

Daytime Phone _____

Bank Information:

Your Bank's Name _____

Address _____

Bank Phone _____

- The withdrawals will be made from my **checking** account:
Account number is _____
Routing number is _____
- The withdrawals will be made from my **savings** account:
Account number is _____
Routing number is _____
- Date of first withdrawal: ____/15/____
- I will be giving monthly until I notify you differently.

Please read and complete other side.

