

An e-service provided by Vanco Services, LLC. for



Supporting our Church with
consistent e-contributions in
place of weekly in-pew
collections



St. Kateri Tekakwitha Parish

2216 Rosa Road
Schenectady, NY 12309
(518) 346-6137

Directions for Electronic Giving Authorization Form

Please Note: your submitted authorization form will be retained in a locked file in our parish office.

1. Please **PRINT** your last name, first name, address, city & state. Be sure to include your zip code.
2. For checking accounts please attach a voided check to the bottom of the authorization form.
3. Carefully record the Routing Number and Account Number for the account you have chosen.
4. **Regular Offertory** reflects your donation to the regular collection each Sunday. In the spirit of good stewardship, before you record anything for this fund, please consider whether or not you are able to increase your typical offering to the Church. We realize that these are very difficult times and costs are rising for you as they are for the parish. However, whatever you are able to do is appreciated.
5. **Special Collections** represent donations to be debited in addition to your regular offertory for Diocesan and/or Holy Days; at the frequency you specify above for your regular offertory.
 - a. **Diocesan Collections** include collections which are taken up in the parish but passed directly on to the Diocese. We recognize that you might want to adjust your donation for a particular collection, depending upon the purpose of the collection. However, with electronic giving, your debit will be a consistent amount. Therefore, if you wish to give more to a particular collection we suggest that you put an envelope with your additional donation in the collection basket on the Sunday designated for that special collection.
 - b. **Holy Day Collections** include Holy Days of Obligation that do not fall on a Sunday during 2011. Again, we recognize that you might want to give a different amount for a particular Holy Day. Therefore, if you wish to give more to a particular Holy Day collection we suggest that you put an envelope with your additional donation in the collection basket.
6. **Sign** and **date** the authorization form and return it in an envelope to Deacon Tom Sharrow at the parish office.
7. **Thank you!**

If you have any questions please contact the parish office at 346-6137; or deacontom@stkateriparish.org