



BAY AREA CHINESE BIBLE CHURCH  
E-Contribution Frequently Asked Questions

**What is E-Contribution?**

E-Contribution is an automatic electronic funds transfer (EFT) program which allows you to make contributions without writing checks or giving cash.

**What are the advantages of Electronic Contribution?**

It saves time and simplifies your life! You also help Bay Area Chinese Bible Church stabilize its budget and save processing time and costs.

**How is my Electronic Contribution automatically deducted from my bank account?**

Once you authorize the funds transfer, your specified contribution is electronically transferred directly from your checking or savings account to Bay Area Chinese Bible Church's bank account.

**When will my contribution be deducted from my account?**

Your contribution will be deducted from your account on the date(s) you specify.

**How do I keep track of my checking account balance if I do not write a check?**

Simply record the contribution in your check register on the appropriate date that you have previously specified.

**How can I prove I made my contribution without a cancelled check?**

Your bank statement gives you an itemized list of electronic transfers. It is your proof of contribution. Bay Area Chinese Bible Church also provides annual contribution statements.

**Is Electronic Contribution risky?**

Electronic Contribution is less risky than a check contribution. It can't be lost, stolen, or destroyed. It has an extremely high rate of accuracy.

**What if I change my bank account or if I want to change my contribution amount?**

Simply notify us and we'll give you a new authorization form to complete.

**How much does Electronic Contribution cost?**

It costs you nothing and saves you time.

**What if I try Electronic Contribution and don't like it?**

You can cancel your authorization by notifying us any time. But, once you have enjoyed the convenience and time savings of electronic contribution, we doubt you will want to go back to making contributions the way you did before.

**How do I sign up for Electronic Contribution?**

Complete and sign the authorization form and return it to the church along with a voided check or savings deposit slip.

**Who do I talk to if I have more questions?**

Please contact Lena Chan at [lchan@bacbc.info](mailto:lchan@bacbc.info) or (510) 351-4936 ext. 1234 should you have any questions or need additional information.

BAY AREA CHINESE BIBLE CHURCH  
Electronic Contribution Authorization Agreement

▪ **Name (Please Print):** \_\_\_\_\_

▪ **Address:** \_\_\_\_\_

▪ **City, State, Zip:** \_\_\_\_\_

▪ **Home Phone#:** \_\_\_\_\_ ▪ **Work / Cell Phone#:** \_\_\_\_\_

▪ **Effective Date (2<sup>nd</sup> or 16<sup>th</sup>):** \_\_\_\_\_ ▪ **Email:** \_\_\_\_\_

▪ **Type Request (✓) (Use a separate form for each type request.)**

New EFT     Change existing EFT (replace existing form)     Cancel EFT

▪ Contribution to (✓):	▪ Monthly EFT Schedule (✓):	▪ Amount
<input type="checkbox"/> General Fund – Alameda	<input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 16 <sup>th</sup> <input type="checkbox"/> 2 <sup>nd</sup> &16 <sup>th</sup>	\$
<input type="checkbox"/> General Fund – San Leandro	<input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 16 <sup>th</sup> <input type="checkbox"/> 2 <sup>nd</sup> &16 <sup>th</sup>	\$
<input type="checkbox"/> Stewardship Fund	<input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 16 <sup>th</sup> <input type="checkbox"/> 2 <sup>nd</sup> &16 <sup>th</sup>	\$
<input type="checkbox"/> Missions/Faith Promise	<input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 16 <sup>th</sup> <input type="checkbox"/> 2 <sup>nd</sup> &16 <sup>th</sup>	\$
<input type="checkbox"/> Other:	<input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 16 <sup>th</sup> <input type="checkbox"/> 2 <sup>nd</sup> &16 <sup>th</sup>	\$
<b>TOTAL:</b>		<b>\$</b>

▪ **Financial Institution/Bank Name:** \_\_\_\_\_

▪ **Type of Account :**     Checking Account     Savings Account

▪ **Account Number:** \_\_\_\_\_

▪ **Routing Number:** \_\_\_\_\_

▪ **Accountholder Name(s) as shown on financial institution records:**

(Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

I authorize Bay Area Chinese Bible Church (BACBC) to begin deductions from my account with the financial institution named above for my contributions effective on the date stated above. Contribution will be drawn each month according to the schedule elected above. This authorization will remain in effect until revoked by me. I understand that I have the right to stop electronic contribution upon a 30-day written notice to BACBC. BACBC reserves the right to end this contribution plan at any time and my participation therein.

I authorize the financial institution named above to pay and charge my account the amount stated above drawn on my account and payable to Bay Area Chinese Bible Church.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To ensure proper bank coding of the electronic contribution request, PLEASE ATTACH A VOIDED CHECK or SAVINGS DEPOSIT SLIP which shows bank routing number and complete account number.**