



Simply Giving

What is *Simply Giving*?

It is a convenient, safe, and simple way for you to handle church offerings through electronic fund transfers directly from your checking or savings account. This automated program allows payments to be deposited directly into Holy Trinity's account on a steady, uninterrupted basis, providing the church with greater financial stability, less bookkeeping, and more confidence in meeting financial obligations. Many people already know how convenient electronic fund transfers are in paying bills and simplifying their records.

How does *Simply Giving* work? Church members who wish to give their offering through electronic transfer fill out a Member Enrollment and Authorization Form, indicating the amount they wish to have withdrawn and the frequency—weekly

(Monday), semi-monthly (1st and 15th), or monthly (1st or 15th). They also attach a voided check or savings deposit slip. These forms may be placed in the Jehoiada chest at a service on the second Sunday of November, turned in to the church office, or placed in the offering plate at any time. The church submits this information to Vanco Services, LLC, a Minnesota-based financial-technology services company.

Who sees the information on the Member Enrollment and Authorization Forms?

The church secretary and financial secretary process these forms for Holy Trinity and keep this information confidential. Vanco Services, LLC employees who process the information at their end are bonded and have signed confidentiality agreements. None of the participant information is shared with any other organization.

How much does this program cost?

All *Simply Giving* transaction fees are paid by Holy Trinity Lutheran Church. Donors pay nothing to use this service.

Is there a minimum amount?

Yes, \$5 is the minimum per transaction.

If participants have a joint signature account, do both parties need to sign the form?

Only one signature is required.

How do church members participate in weekly offering?

You may request a supply of *Simply Giving* stickers from the church office. You can place one of these stickers on your offering envelope and place the empty envelope in the offering plate.

How do participants change the amount, account, and/or frequency of their contribution, and how quickly is it processed?

You can change the amount, the account from which it is withdrawn, and/or the frequency of withdraw by completing a new authorization form. You request this form from the church office, fill it out, and return it. If you are changing the account, you must also attach a voided check or withdrawal slip. Within a week, your request is faxed and processed.

When and where should I turn in my Member Enrollment and Authorization Form?

You should bring your completed form with the attached voided check or deposit slip to one of the worship services during Commitment Weekend, the second weekend in November. A time will be provided at each service to place your information in the Jehoiada chest. Or you may place your information in the offering plate at any worship service that is convenient for you. Or you may bring it to the church office at any time.

How do participants keep a record of the amounts they have contributed?

The participant's bank statement will include an itemized list of all electronic fund transfers from their account. A record of these transactions will also be provided on annual offering statements.

What if a transaction is rejected due to non-sufficient funds, closed account, etc.?

This information will be emailed or faxed to the congregation immediately after Vanco Services, LLC receives notification from the bank. The church financial secretary will contact the person to determine together how to proceed.

What are some banking advantages for using electronic fund transfers for church contributions?

Electronic fund transfers are safe, reliable, and convenient. All such transfers are governed by strict national rules and guidelines set by the Automated Clearing House Network and governed by Regulation E of the Federal Reserve. More than four billion electronic fund transfers are processed annually in the United States. This process is more efficient, more secure, and less expensive than credit card transactions and more efficient and timely than check collection.