AUTOMATIC CONTRIBUTION WITHDRAWAL
ADD/CHANGE FORM

Step 1

I want to…

1. [ ] ADD/CHANGE - Change my financial institution, account type, and/or account number

2. [ ] ADD/CHANGE - Change the date of my contribution withdrawal

3. [ ] ADD/CHANGE - Change my contribution amount(s)

4. [ ] CANCEL - Stop my participation in the ACH program

Please make this change effective as of : _____
(Note: Due to processing time, please allow up to 30 days for all changes to take effect)

Step 2

Change in Financial Institution, account type and/or account number:
You may add/change bank accounts by completing the authorization below and attaching a ***VOIDED check*** or ***Bank Specification Sheet*** from the new bank account.

    Account type: [ ] Checking   [ ] Savings

Change in the Date of Withdrawal
I prefer to have my contribution withdrawn from my account on the (please check <u>one</u>):

    [ ] 1st of the month (or the next business day if a weekend) **OR**

    [ ] 16th of the month (or the next business day if a weekend)

Change in Contribution Amount
I would like to contribute a total of $_____._____ per month to Our Lady of Lourdes.

    Please allocate my contribution as instructed below:
    (Please note that each will appear as an individual transaction on your account)

    MONTHLY OFFERING $_____._____

    IMPROVEMENT FUND $_____._____

Add/Cancel Participation
You may add/cancel your automatic withdrawal by completing the authorization below.

Step 3

_____   _____
(1) Account Holder (Please print name)   (2) Account Holder (Please print name)

_____   _____
(1) Parishioner signature (authorization)   (2) Parishioner signature (authorization)

_____   _____
Date   E-mail Address