

CENTER FOR STUDENT MISSIONS

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www.csm.org**

ELECTRONIC FUNDS TRANSFER PROGRAM

**Would you like the
convenience of having your
gifts to CSM automatically
withdrawn from your
checking account?**

CSM now offers Electronic
Funds Transfer (**EFT**) to all
donors.

If you're interested in the
program, read on!

How does the EFT program work?

On the date you specify each month (the 5th or 20th), your gift to CSM can be automatically withdrawn from your checking account. This withdrawal will appear on your monthly bank statements and you will continue to receive a CSM receipt for each gift given.

How do I enroll?

Fill out the EFT Authorization form. Please be sure to provide all of the information requested. It is necessary in order to process your enrollment.

Please enclose a voided check from the account you wish the funds to be withdrawn from. (Without a voided check we cannot process your enrollment form.)

It is very important that you include your bank's phone number. Our bank may need to contact your bank if there are any problems withdrawing a donation from your account.

Return your form to us, along with your voided check. You will be notified via email when your first withdrawal will be made. (Please plan for 30 days processing time from when we receive your form.)

Once I'm in the program, how do I change the amount of my donation or designation?

To make any changes in the amount of your donation, or how you want your gift(s) designated, you will need to fill out a new form. Please email Maryanne@csm.org. You will need to contact us at least one month in advance to make changes.

What if I need to stop my withdrawals?

In order to cancel your withdrawal, you must let us know by phone, email, or in writing at least one month prior to the change taking place.

What if I change banks?

Please send us a letter with your signature explaining the change and include a new voided check at least one month prior to the change taking place.

Where do I send my completed form? Please send your completed EFT Authorization form and voided check to:

**CSM
PO Box 900
Dana Point CA 92629-0900**

**PLEASE KEEP THIS SHEET
FOR FUTURE REFERENCE**

