



## Pre-Authorized Debit for CBAC Churches

### HOW THE PROGRAM WORKS

Churches can register to have the Canadian Baptists of Atlantic Canada (CBAC) process the automatic giving of individual church members. The church representative must fill out the **Initial Form for Church Enrollment** along with a void cheque (church's account) and send it to the CBAC.

Once this has been completed, church members can sign up to have the CBAC withdraw a designated amount of funds from their bank account on a weekly, bi-weekly, monthly, or bi-monthly schedule. The individual must complete the **Individual Giving Brochure**, along with a void cheque (personal account), and give it to the church representative. The church representative will forward the completed forms to the CBAC for processing.

Changes can be made by filling out the **Pre-Authorized Debit Changes** form.

The church representative must send all forms and void cheques to the CBAC by the 25<sup>th</sup> of the month for the next month. For example, in order to be ready for February donations, forms must be submitted by January 25<sup>th</sup>.

### PROGRAM COSTS & CONTACT INFORMATION

The service charges for this service (in order to cover the cost to the CBAC) are as follows:

- \$75 one-time setup fee for the church
- \$2.50 per person per month for the first 10 people
- \$2.00 per person per month thereafter

If you have any questions, please contact:

Debbie Barriault, Accounting Assistant ([debbie.barriault@baptist-atlantic.ca](mailto:debbie.barriault@baptist-atlantic.ca) / 506.635.1922)

#### REGISTER BY EMAIL

Print, fill out, scan, and email the appropriate forms and void cheques to:

[debbie.barriault@baptist-atlantic.ca](mailto:debbie.barriault@baptist-atlantic.ca)

#### REGISTER BY MAIL

Print, fill out, and mail the appropriate forms, and void cheques to:

**Debbie Barriault**  
**Canadian Baptists of Atlantic Canada**  
**PO Box 6003**  
**Moncton, NB E1C0V7**