



## **Automatic Giving FAQs (frequently asked questions):**

### **Is this complicated?**

No, simply complete the authorization form and return it to the church. It is the same ACH (Automated Clearing House) process that is used by employers for direct deposit and some people use to make monthly automatic utility payments.

### **When do the automatic withdrawals take place?**

They take place on the 5<sup>th</sup> and/or the 20<sup>th</sup> of the month, as is designated. If the date falls on a holiday or a weekend, the withdrawal will take place on the first business day after the 5<sup>th</sup> or the 20<sup>th</sup>.

### **Is there any cost for this service?**

No!

### **Will my automatic giving be on my year end giving statement?**

Yes.

### **How can I cancel or change my automatic giving?**

You can cancel or change at any time. However, we ask that you notify the church at least 5 days before a scheduled withdrawal to allow us time to process the change or cancellation. We must receive a signed written notice from you to make the change or cancellation. Please mail it to Hillcrest Covenant Church, Attn: Business Office, 8801 Nall, Prairie Village, KS 66207. Or fax it to us at 913-642-4335, or drop it off at the Hillcrest Business Office in Room 215.

**Questions?** Please call the Hillcrest Business Office at 913-901-2303 or email to [mluchies@hillcrestcov.org](mailto:mluchies@hillcrestcov.org).