



# How to give to the CCO automatically using your credit card or electronic funds transfer

## Checklist for your records:

- I have provided all of the information requested.
- I have enclosed a voided check with my enrollment (EFT only).
- I understand that if my enrollment does not reach the CCO by the 20<sup>th</sup> of the month, the CCO will not be able to withdraw money from my account on the 5<sup>th</sup> of the following month. Instead, the first withdrawal will automatically take place in the subsequent month.
- I further understand that if I wish to change the amount of the withdrawal, the designation(s) of my gift, or withdraw from the program, I need to contact the CCO before the 1<sup>st</sup> of the month to guarantee action on that month's withdrawal.

## Our pledge of financial accountability and integrity

The CCO (Coalition for Christian Outreach) is a charter member in good standing of the Evangelical Council for Financial Accountability. It is our pledge to you to maintain the highest ethical code of financial accountability and reporting consistent with responsible Christian faith and practice.

A copy of our official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1.800.732.0999. Registration does not imply endorsement.

This contribution is made with the understanding that the CCO has complete control of the donated funds and discretion as to the use of the funds so that the funds will be used to carry out the organization's exempt purposes and functions.



[www.ecfa.org](http://www.ecfa.org)

# Would you like your donations to the CCO to be automatically charged monthly to your credit card or automatically withdrawn monthly from your checking or savings account?

We offer both of these options for your convenience. To participate, please read the information below and follow the instructions carefully.

## How does automatic credit card giving work?

To sign up for this, just complete the appropriate form below. Your card will be billed on the 5<sup>th</sup> of each month. We will send you a monthly receipt unless you instruct us not to do so.

## How does the EFT program work?

On the 5<sup>th</sup> day of each month, the CCO's bank will withdraw your donation from your bank account. Your withdrawal will appear on your monthly bank statement and you will receive a tax-deductible receipt from the CCO by the end of the month.

## Once I'm in either program, how do I change my donation amount or the designations of my gift?

To change the amount of your donation or how you want your donation designated, contact us at 412.363.3303 ext. 113 or info@ccojubilee.org. You will need to contact us before the 1<sup>st</sup> of the month to change the same month's withdrawal.

## What if I need to stop my withdrawals?

You must let us know by the 1<sup>st</sup> of the month to cancel the withdrawal which will occur on the 5<sup>th</sup> of that month.

## What if I change banks? (EFT only)

Please send us a voided check from your new bank account by the 20<sup>th</sup> of the month prior to the first withdrawal from your new account. You may close your old account after the 8<sup>th</sup> of the month in which we withdraw the final gift.

## What do I do when my credit card expires?

We will contact you.

## What if someone I support leaves the CCO's employment?

Our EFT policy is to withdraw donations for active staff only. If someone you support leaves staff, we will reduce your withdrawal by the amount you support that staff member and notify you of the change. If the former staff member needs to continue raising support, this can be worked out between you and that staff person.

## How do I enroll in the EFT program?

1. Fill out the EFT form below. Please be sure to provide all of the information requested; it is necessary to process your enrollment.
2. If your donations will be withdrawn from a checking account, enclose a voided check from that account. (Without the voided check, we cannot process your enrollment form.)

3. If your donations will be withdrawn from a savings account, you will need to provide us with your routing and account numbers. You will need to obtain those numbers from your bank before enrolling.
4. It is very important that you include your bank's phone number. Our bank may need to contact your bank if any problems arise while withdrawing funds from your account.
5. Return your form by the 20<sup>th</sup> of the month to qualify for the next month's debit. Late enrollments will not take effect until the following month. (For example, if your enrollment reaches us on January 29<sup>th</sup>, you've missed the deadline for the February 5<sup>th</sup> withdrawal and your first withdrawal will be March 5<sup>th</sup>.)

## Where do I send my completed form?

Send your completed form and voided check (EFT only) to the CCO (5912 Penn Avenue, Pittsburgh, PA 15206) in the envelope provided.

## Automatic Credit Card Giving

On the 5<sup>th</sup> day of each month, the CCO's bank will charge your credit card. To begin, please complete this form and send it in with your next gift.

Designation(s): Please designate my monthly gift as follows:

Staff worker or General Fund...

Amount per month:

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

Questions? Please call 412.363.3303 ext. 113 or email: info@ccojubilee.org.

**Total Monthly Donation:**

\$ \_\_\_\_\_

Select the type of credit card you will be using:  MasterCard  Visa  Discover  American Express

Credit card number: \_\_\_\_\_ Expiration date \_\_\_\_\_

I/We hereby authorize the CCO, or its agents, to charge the amount listed above from the indicated account on the 5<sup>th</sup> of each month (or if the 5<sup>th</sup> falls on a weekend or holiday, on the next business day).

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Print your name here \_\_\_\_\_

## Electronic Funds Transfer (EFT)

On the 5<sup>th</sup> day of each month, the CCO's bank will withdraw your donation from your bank account. Your withdrawal will appear on your monthly bank statement and you will receive a tax-deductible receipt from the CCO by the end of the month. To begin, please complete this form and send it in with your next gift. We will need the information on your check to set up the program.

Designation(s): Please designate my monthly gift as follows:

Staff worker or General Fund...

Amount per month:

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

Questions? Please call 412.363.3303 ext. 113 or email: eft@ccojubilee.org.

**Total Monthly Donation:**

\$ \_\_\_\_\_

Name of Bank \_\_\_\_\_  Checking  Savings Routing # \_\_\_\_\_ Account # \_\_\_\_\_

I/We hereby authorize the CCO, or its agents, to transfer the amount listed above from the indicated account on the 5<sup>th</sup> of each month (or if the 5<sup>th</sup> falls on a weekend or holiday, on the next business day).

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Daytime phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Print your name here \_\_\_\_\_