



The "Direct Debit System"

A convenient way to make your payments to Synod

This system allows parishes to make their monthly diocesan remittances by a pre-authorized charge to the parish operating account, similar to a charge for a utility bill or loan payment. There are many advantages to making the remittance in this manner:

- the parish chooses which items will be paid in this manner
- no need to write cheques manually every month
- payment is made even when the Treasurer is away or signing officers are unavailable
- payroll assessment does not go into arrears
- the charge goes through near the end of the month for maximum cash flow advantage
- payroll amount is automatically adjusted for the EI and CPP premiums when necessary
- payment can be altered at any time on written notification
- there is no charge for participation

Almost half of the parishes in our Diocese are using the system and find it invaluable in keeping up to date with their commitments for employment related expenditures and their support for the Diocesan Shared Ministry Budget.

If your parish is not using the system, you can sign up by completing the authorization form below and mailing it to the Synod Office. You can of course scan and email the completed document if you wish, but don't forget to include a "voided" cheque.

Direct Debit Authorization Form

To: The Diocese of Fredericton

From: The Parish of _____

Please consider this your authority to begin processing our parish payments through the available direct debit system, starting with the payment for the month of:

Charges should be processed through our operating account as per the information contained in the enclosed "voided" cheque.

The following items and amounts are to be processed in this manner:

| | |
|----------------------------|-----------------|
| Mission Outreach | \$ _____ |
| Episcopal/Admin Assessment | \$ _____ |
| Parish Pension Assessment | \$ _____ |
| Pension Bonus Assessment | \$ _____ |
| Continuing Education | \$ _____ |
| Payroll Assessment | \$ _____ |
| Other _____ | \$ _____ |
| Total | \$ _____ |

We understand the debit will be processed through our account on or about the 28th of each month.

Authorized by: _____ Signing Officer

_____ Signing Officer

_____ Date

Form to be mailed to the Synod Office at 115 Church St, Fredericton NB E3B 4C8