



## **MT ZION UCC E-TITHING INFORMATION SHEET**

Complete the attached authorization form to start your E-Tithing method of giving. Place the completed form in a plain white envelope, write "E-TITHING" on the envelope and place it in the weekly offering plate or return it to the church office.

### Frequently Asked Questions

**Q.** What is E-Tithing?

**A.** E-Tithing (Electronic Tithing) is a method of automatic giving to the church in which your offerings are automatically deducted from your checking or savings account and transferred to the church. This method is similar to having your monthly utility bill payments deducted from your checking or savings account.

**Q.** Is this method of giving secure?

**A.** Yes, the application forms and offering deductions will be handled in house by the designated church official. This is done using a secure internet connection.

**Q.** Is there a minimum dollar amount required to use E-Tithing?

**A.** To maintain costs and efficiencies, it is asked that E-Tithing only be used for amounts of \$10.00 or more.

**Q.** How often are the deductions made from my account?

**A.** You can choose either monthly or semi-monthly (twice a month). The monthly deduction will be made on the 15<sup>th</sup> and semi-monthly deductions will be the 1<sup>st</sup> and 15<sup>th</sup> of the month. If these dates fall on a holiday or weekend, the deductions will be made on the following business day.

**Q.** Since I now give weekly, how do I determine my monthly or semi-monthly amounts?

**A.** Use the following formulas to determine the amounts:

Monthly:  $\text{Weekly Amount} \times 52 \text{ wks. per yr. divided by } 12 \text{ Mo.} = \text{Monthly Amount}$

Semi-Mo:  $\text{Weekly Amount} \times 52 \text{ wks. per yr. divided by } 24 \text{ semi-mo. periods} = \text{Semi-Monthly Amount}$

**Q.** What is the start date for my E-Tithing offerings?

**A.** List on the application a start date of 1<sup>st</sup> or 15<sup>th</sup> for semi-monthly deductions or 15<sup>th</sup> for monthly deductions. To allow the proper amount of time to establish the account, make sure the application is received by the church at least one week prior to the start date.

**Q.** What do I put in the offering plate?

**A.** A special E-Tithing card can be picked up in the Narthex on your way into the Church to be placed in the offering plate in lieu of an envelope.

**Q.** How do I handle the Communion and Special Offerings?

**A.** E-Tithing is for regular weekly offerings only. Continue to use cash or check contributions for Communion and Special Offerings in the envelopes provided.

**Q.** What if I want to change my offering dollar amount or discontinue using E-Tithing?

**A.** Simply complete another authorization form indicating your intentions and return to the church at least one week prior to the change.