

Electronic Giving



St. Anne's Church is providing these simple instructions to help you set up donations automatically through your personal bank's electronic bill payment service. With this method of electronic giving, you are able to take advantage of the following benefits:

- **Convenience.** Your scheduled donation will be sent to the church automatically by the bill payment service with no additional action required on your part.
- **Flexibility.** Some parishioners prefer to make their donations monthly instead of weekly. Bill payment services allow donations to be made on various schedules, such as weekly, bi-weekly, and monthly, and on an individual, one-time basis (such as for special collections).
- **Free.** Many banks and credit unions offer an electronic bill payment service free of charge to their customers and members.
- **No "Make-Up Envelopes."** By making donations on a set schedule, you do not need to turn in missed envelopes when you are away from the area, such as business travel or vacation.
- **Security.** Electronic giving through your bank's bill payment service uses the same security levels as your other online banking.

In addition to the benefits that you receive from electronic giving, St. Anne's Church is able to rely on a steadier, more predictable, and even flow of donations from its parishioners throughout the year. When you submit electronic donations through your bank or credit union, a check will be created and mailed from the bank directly to St. Anne's Church, issued from your checking or savings account.

Using your bank or credit union's bill payment service, it is fairly simple to enroll and set up your envelope contributions:

1. Enroll in the bill payment service as provided by your bank or credit union.
2. Create a "biller" for St. Anne's Church.
3. Set up a payment schedule for your regular donations (weekly, bi-weekly, monthly, etc.)
4. For special collections, you can either drop your donation in the weekly collection basket as usual, or submit it through the bill payment service as a one-time payment to St. Anne's Church.

Note: The actual process of using bill payments varies by bank or credit union, but the major steps are similar to those that are outlined on the next page. (Contact your bank's customer service department as needed for further details.)

Create the Biller Record

- Add a new biller, using the following information:
 - a. Name of Biller: **St. Anne's Church**
 - b. Address: **130 Boston Turnpike, Shrewsbury, MA 01545**
 - c. Account: Enter your **envelope number** for your billing account number
 - d. E-bills: If you are prompted to receive electronic bills (also called "e-bills"), choose **No**. St. Anne's will not be issuing electronic bills through the bank's payment service provider.

Set Up a Payment Schedule

- Under "Manage Billers" (or equivalent section in your online banking screen), choose **St. Anne's Church**.
- Select a frequency for your donations, such as weekly or monthly.
- Choose a start date and/or a regular date for the payment to begin. For monthly offerings, choose a date of the month when you wish to send your donation, such as on the first or fifteenth of the month.
- Select the bank account (checking or savings) from which you wish to make the donation.
- Save the new payment schedule.

Special Collections

- Create a one-time payment as indicated by your bank's payment service, specifying **St. Anne's Church** as the biller, and the amount you wish to donate.
- In the Memo field, enter the name of the special collection. Example: Campaign for Human Development.
- Submit the one-time payment for processing.
- Note: To ensure the timely deposit of your donation for special collections, please schedule this one-time payment at least one week before the collection is held at Mass.

Weekly Envelopes

You will continue to receive envelopes in the mail. Please write on the envelope: **EG** (for electronic giving), followed by the amount of your online donation, and place the empty envelope in the collection basket. This will assist in the accurate counting of weekly donations after each weekend Mass.

Thank you!

Thank you for supporting St. Anne's Church through your stewardship and financial offerings. Because of your support, the parish continues to thrive and offer its parishioners and community the spiritual and corporal services they seek.