



Bank Draft Authorization Form

Columbia Academy is now pleased to accept monthly donations via bank draft. If you would like to have a particular amount automatically withdrawn from your bank account each month as a donation to Columbia Academy, please read these instructions and complete this form.

Many donors are able to make larger total gifts by giving smaller amounts on a monthly basis.

If you choose to use this service, you can choose to have your account debited on the 5th or the 15th of each month.

The authority you give to charge your bank account will remain in effect until you notify us in writing to terminate the authorization. The Direct Donation Plan is dependable, flexible, convenient and easy. To take advantage of this

service, complete the authorization form below and return it to us.

All you need to do is:

1. Mark whether your donation will be deducted from your checking or savings account and which date of the month you prefer. Also, specify the monthly amount and the date you want the draft to begin.
2. Fill in your name, financial institution name and location, and date.
3. Attach a voided check for verification of all financial institution information.
4. Return the completed form and voided check to the Business Office in the enclosed envelope.

NOTE: Be sure to sign the form!

Please complete the information below.

I, _____, authorize Columbia Academy to initiate electronic debit entries to my:
____ checking account (or) ____ savings account
on the ____ 5th (or) ____ 15th of each month

for a **monthly** donation in the amount of \$ _____ to begin in _____ (month and year).

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

FINANCIAL INSTITUTION NAME (PLEASE PRINT) _____

FINANCIAL INSTITUTION CITY AND STATE _____

ACCOUNT NUMBER AT FINANCIAL INSTITUTION _____

FINANCIAL INSTITUTION ROUTING NUMBER _____

SIGNATURE _____ DATE _____