

**Would you like the convenience of having your gifts to International Teams automatically withdrawn monthly from your savings or checking account?**

International Teams now offers **Electronic Funds Transfer (EFT)** to all donors. If you're interested in this program, read on!

**How does the EFT program work?**

On the 15<sup>th</sup> of each month, your gift to International Teams can be automatically withdrawn from your bank account. This withdrawal will appear on your monthly bank statements and you will continue to receive an International Teams receipt monthly.

**How do I enroll?**

- Fill out the enclosed Electronic Funds Transfer Authorization Form. Please be sure to provide all of the information requested. It is necessary in order to process your enrollment.
- If your gifts will be withdrawn from a checking account, please **enclose a voided check** from that account. (Without the voided check we cannot process your enrollment form.)
- If your gifts will be withdrawn from your savings account, you will need to provide us with your routing and account numbers.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.
- It is very important that you include your bank's phone number. Our bank may need to contact your bank if there are any problems withdrawing a donation from your account.
- Return your form to us by the 15<sup>th</sup> day of the month in order to qualify for the next month's debit. Late enrollment (received after the 15<sup>th</sup>) will NOT take effect on the following month. (For example, if your enrollment reaches us on September 20<sup>th</sup>, you've missed the deadline for the October 15<sup>th</sup> withdrawal and your first withdrawal will be delayed until November 15<sup>th</sup>.)

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

To make any changes in the amount of your donation or how you want your gift(s) designated, you will need to fill out a new form. Contact the Resource Development Department at 847/429-0900, or you may email us at EFT@us.iteams.org. You will need to contact us before the 15<sup>th</sup> of the month to change the withdrawal amount for the 15<sup>th</sup> of the next month. Please remember to mention your bank account number when you call or write.

**What if I need to stop my withdrawals?**

In order to cancel your withdrawal by the 15<sup>th</sup> of any month, you must let us know by phone, email, or in writing, by the 15<sup>th</sup> of the month prior to the change taking place.

**What if I change banks?**

Please send us a letter with your signature explaining the change and include a new voided check (if withdrawals are from the checking account), or new account and routing number (if withdrawals are from the savings account) by the 15<sup>th</sup> of the month prior to the first withdrawal from your new account.

**Where do I send my completed forms?**

Please send your completed Electronic Funds Transfer Authorization Form with account and routing number for savings withdrawal or account number and voided check for checking withdrawal to:

**International Teams  
Attn: EFT Program  
411 W. River Road  
Elgin, IL 60123-1570**

**PLEASE KEEP THIS SHEET FOR  
FUTURE REFERENCE**

**Electronic Funds Transfer Authorization Form**

**Donor Information**

Donor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime phone number where we can reach you if we have any questions:  
(     ) \_\_\_\_\_

- This is my work number.
- This is my home number.

**Bank Information**

Your bank's name: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

- The withdrawals will be made from my checking account.  
My checking account number is: \_\_\_\_\_  
**I am enclosing a voided check with this form.**
- The withdrawals will be made from my savings account.  
My savings account number is: \_\_\_\_\_  
My bank's routing number is: \_\_\_\_\_

**Date of my first withdrawal:** \_\_\_\_/15/\_\_\_\_. (Remember, in order to begin the EFT on the date you indicate here, International Teams needs to have received this form at least a month in advance, by the 15<sup>th</sup> of the previous month.)

**DONOR DESIGNATIONS AND AUTHORIZATION  
REQUIRED ON REVERSE SIDE**

**Donor Designations and Authorization**

Choose **One**:

- I will be giving gifts monthly until I notify International Teams to stop the EFT
- OR**
- I will be giving monthly until \_\_\_\_\_ (date of last withdrawal)

**Please designate my gift monthly as follows:**

List International Teams and/or a specific Missionary/Project:

Amount Per Month:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL MONTHLY DEDUCTIONS:** \$ \_\_\_\_\_

I/we hereby authorize International Teams to transfer this amount shown from the indicated account on the 15<sup>th</sup> of each month (if the date falls on a weekend or holiday, on the next business day).

\_\_\_\_\_  
Donor signature *(both signatures required on joint account)*

\_\_\_\_\_  
Donor signature *(both signatures required on joint account)*

**DONOR AND BANK INFORMATION REQUIRED ON REVERSE SIDE**

**Return to:  
International Teams  
Attn: EFT Program  
411 W. River Road  
Elgin, IL 60123-1570**

**Checklist for your records:**

- ✓ I have filled out all of the information requested.
- ✓ I have enclosed a voided check with my authorization to withdraw from my checking account (not necessary for withdrawal from savings).
- ✓ I understand that if my enrollment does not reach International Teams by the 15<sup>th</sup> of the month, International Teams will not be able to withdraw money from my account on the 15<sup>th</sup> of the following month. Instead, my first withdrawal will be held over yet another month.
- ✓ I further understand that if I wish to change the amount of the withdrawal or the designation, or even withdraw from the program, I need to contact International Teams in writing before the 15<sup>th</sup> of the month to guarantee action on the following month's withdrawal.

# Electronic Funds Transfer

