



# MEA Direct Giving

## Direct answers to questions about MEA Direct Giving

- Q. What is Direct Giving?  
A. Direct Giving is a direct debit program whereby your contribution is debited automatically from your checking, savings or credit card account.
- Q. What are the advantages of Direct Giving?  
A. It saves time! It saves work! It simplifies your life! You can avoid the hassle of writing and mailing checks!
- Q. How is my contribution automatically deducted from my account?  
A. Once you authorize the transfer, your specified donation is electronically deducted directly from your bank account or charged to your credit card, and then transferred to MEA's account.
- Q. When will my contribution be deducted from my account?  
A. Your electronic contribution will be debited on the date you specify on the authorization form.
- Q. If I do not write checks, how do I keep my checkbook balance straight?  
A. Since your contribution is made at a pre-established time, you simply record it in your check register on the appropriate date.
- Q. Without a canceled check, how can I prove I made my contribution?  
A. Your bank or credit card statement gives you an itemized list of electronic contributions. It is your proof of donation. MEA will also provide a statement at calendar year-end for tax purposes.
- Q. What if I change bank accounts?  
A. Notify MEA and we will give you a new authorization form to complete.
- Q. How much does Direct Giving cost?  
A. It costs you nothing and saves you time!
- Q. Is Direct Giving risky?  
A. It's less risky than check donation. Electronic contributions cannot be lost, stolen or destroyed and have an extremely high rate of accuracy.
- Q. What if I try Direct Giving and don't like it?  
A. You can cancel your authorization at any time by simply notifying MEA.
- Q. How do I sign up for electronic giving?  
A. Complete, sign and return the authorization form to MEA.

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<b>FOR OFFICE USE ONLY</b>	<b>DONOR #</b>	<b>DATE</b>
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**Donor Authorization Form**

- Effective date: \_\_\_\_\_
- New authorization
- Change donation amount
- Change donation date
- Change financial institution account
- Discontinue electronic donation

Name on account (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Donation Information:**

- Mennonite Education Agency General \$ \_\_\_\_\_
- Weekly (transferred on Mondays)
- Semi-monthly (transferred on the 1st & 15th)
- Monthly (transferred on either the 1st or the 15th)  
CIRCLE ONE: 1st 15th
- Quarterly (the 1st of the month beginning \_\_\_\_\_)
- MEA Racial/Ethnic Leadership Education \$ \_\_\_\_\_
- Weekly (transferred on Mondays)
- Semi-monthly (transferred on the 1st & 15th)
- Monthly (transferred on either the 1st or the 15th)  
CIRCLE ONE: 1st 15th
- Quarterly (the 1st of the month beginning \_\_\_\_\_)

**Checking/Savings Account (Do not complete this section if using your credit card)**

- Checking account (attach a voided check) Routing #: \_\_\_\_\_
- Savings account (attach a savings deposit slip) Account #: \_\_\_\_\_
- Routing number must start with 0, 1, 2, or 3, is 9 digits long, and is located at bottom of check between these symbols : :

**Credit Card (Do not complete this section if using your checking or savings account)**

Please charge my contributions to my:  Visa  MasterCard  Discover Card

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature (as it appears on credit card): \_\_\_\_\_ Date: \_\_\_\_\_

I authorize **Mennonite Education Agency and Vanco Services, LLC** to process debit entries to my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate this authorization.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact MEA at 1-866-866-2872 (toll free) if you have questions.**