



To: All Parishes

From: Joe Schick, Chief Financial Officer

A handwritten signature in blue ink, appearing to be 'JS', located to the right of the 'From:' field.

Re: Parish Financial Services office now offers ACH payments to Parishes

Date: 3/15/17

Dear Colleagues:

Parish Financial Services would like to invite you to participate in our new electronic program or ACH Payment. In lieu of receiving wires and or checks for withdrawals, PFS can now deposit your funds via electronic transfer and automatically credit your bank account at your financial institution. This includes withdrawal request and stock proceeds.

Benefits to your location include:

- Cost savings on banking fees to your parish and PFS
- Funds can be available next day if under \$25k, within 2 days if over \$25K. (however those banking with BOA same day deposit is available)
- Electronic payments are more secure, save money, and help conserve the environment by eliminating the mailing of paper checks.

To receive your withdrawal request funds via ACH, please complete the attached form and return it to Parish Financial Services. The form should be signed by the Priest or proper official of your location. Please include title along with their signature.

You can fax, (206-382-4279), email (parishfinancialsvcs@seattlearch.org) or mail to Parish Financial Services 710 9th Ave Seattle , WA 98104



Archdiocese of Seattle / Parish Financial Services

Authorization Agreement For
Direct Deposit (ACH) Authorization Form

SECTION ONE: Parish/School

Name:
Payment Address:
Payment City, State, Zip:
Phone Number:

SECTION TWO: Direct Deposit Setup Information

In Parish financial Services commitment to sustainability, and to process your payment faster, we request you to complete the ACH enrollment section below. All fields must be completed for direct deposit setup.

Bank Name:
Branch (optional):
ABA Routing No:
Account Number:
Email for Direct Deposit Notification:
Checking (or) Savings

SECTION THREE: Direct Deposit Authorization and Agreement

I authorize the Archdiocese of Seattle Parish Financial Services to initiate direct deposit of funds to the account and financial institution indicated above, and to recover funds deposited in error if necessary; in compliance with U.S. Law, and the Automatic Clearing House (ACH) rules. I understand that:

- 1. It is my responsibility to provide accurate and current banking information. Notification of direct deposits will be by e-mail; it is my responsibility to provide a valid e-mail address.
2. It is my responsibility to verify payment has been credited to my account, and that CCAS assumes no liabilities for overdraft for any reason.
3. This authorization will remain in effect until: a) CCAS receives a written request to change or terminate direct deposit agreement; b) notification is sent by my bank that the account is no longer valid; or c) until the CCAS determines to terminate the program.

Signature
Date:

Print Name and Title

Send Completed Forms to:
Loretta Griffin
PRF Operations Manager
(or) via fax: 206-382-4279
(or) via email: parishfinancialsvcs@seattlearch.org
Questions? Call 206-382-4501

FOR PARISH FINANCIAL SERVICES USE ONLY Acct #: