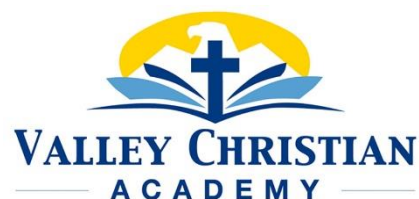


## Automatic Monthly Donations to Valley Christian Academy



We are so very grateful for **every** tax-deductible donation made to VCA, but especially from those who believe in and champion quality Christian education— our **partner-donors!** One time donations can be made from our website anytime, but if you desire to set up an automatic monthly donation, please read the information below. You are able to begin and end the process at any time!

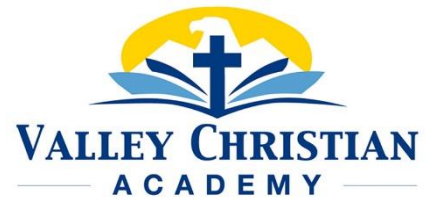
The DPP (Direct Payment Plan) is a system that enables automatic donation withdrawals to be made from a checking or savings account and given directly to VCA.

Each participating donor must complete and submit a Participation and Bank Authorization Form to facilitate the process.

The DPP works like this:

- 1) Determine the amount you wish to donate to VCA on a monthly basis and complete the attached form.
- 2) The DPP is set up to automatically collect the donation in one electronic debit, from the identified bank account on the 16th of each month (or on the next business day if the 16th falls on a weekend or bank holiday).
- 3) You will receive a letter and receipt each month for your donation as well as an annual Statement of all donations made (in the previous year) in January
- 4) If there are any issues or discrepancies, please report them to the Business Office immediately.
- 5) If at any point you wish to stop the automatic donation, please call or email the Business Manager right away (Mr. Ted Meurer, [tmeurer@valleychristian.com](mailto:tmeurer@valleychristian.com), 330-562-8191).

**Valley Christian Academy  
Automatic Donation Program  
Participation and Bank Authorization Form**



**Responsible Party for the Donation:**

I hereby agree to the guidelines set forth for the Direct Payment Plan as described. I understand that I must notify the VCA Business Office if there is ever a time for a hold to be placed on the funds transfer or to end the automatic deduction for donation.

Donor's Full Name \_\_\_\_\_

Full Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

**DONATION/DEBIT AUTHORIZATION:**

I hereby authorize Valley Christian Academy to initiate electronic debit entries for a monthly donation of \$ \_\_\_\_\_, to begin on the 16<sup>th</sup> day of the month of \_\_\_\_\_, in the year \_\_\_\_\_. *(We need documents by the 1<sup>st</sup> of a month to begin electronic debit for that month).*

My account info is:

Financial Institution \_\_\_\_\_

City, State of Financial Institution \_\_\_\_\_

Routing Number \_\_\_\_\_

Type of Account:

Checking (Please attach a voided check.)

Savings (Please attach a voided deposit slip.)

Account Number \_\_\_\_\_

This authority shall remain in full force and effect until Valley Christian Academy has been notified to stop the automated deductions for the donations.

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name of person who signed above. \_\_\_\_\_

**Please return this form to the VCA Business Office.  
PLEASE ATTACH THE APPROPRIATE VOIDED CHECK FOR CHECKING ACCOUNTS  
OR DEPOSIT SLIP FOR SAVINGS ACCOUNTS. Thank you.**