



## Automatic Tithe Information & Policies

### Office Information

Office hours: Monday – Friday 8:00-5:00pm  
7942 N. Maple Ave, Ste 106 :: Fresno, CA 93720  
Ph: 559.325.3493 :: Fx: 559.325.3495

### Why Automatic Tithe?

The idea behind automatic tithe is to create another avenue of giving for those who call RVC their home. If you have been at RVC for any length of time you may have noticed that we want to create giving opportunities without pressure. At the same time we feel we need to do whatever we can to make giving easily accessible.

At RVC we believe that tithing is a form of worship, and in no way want to make it less personal. With automatic tithe we still want to allow for personal involvement and control in every aspect. We have set it up in such a way that along with choosing the amount to give, you will be able to pick which days of the month you would like to tithe (Tuesday is the day we deposit written checks as well). We also understand that things change and sometimes people wish to give less, more, etc. With a simple notification to the financial administrator, Nicole Tucker, you can easily change anything you would like, including stopping automatic tithe at your convenience.

In order to provide some structure to the procedure we do ask those who wish to participate to follow a few simple procedures.

### Procedures

1. Fill out the Authorization Form
  - a. Check whether it is a savings or checking account
  - b. Depository Name = Bank Name (ex. Bank of America)
  - c. Branch = Area/street (ex. FigGarden), if applicable
  - d. City = Bank City (ex. Fresno)
  - e. State = Bank State (ex. CA)
  - f. Zip = Bank Zip (ex. 93705)
  - g. Routing # = 9-digit number on bottom of check
  - h. Account # = usually 8-10 digit number on bottom of check
  - i. Name(s) = Please put the primary name of person on account

- j. Signature = Signature of PRIMARY account holder
- k. Circle which date or dates, you wish to have tithe taken out
- l. How much? Specify how much you want taken out (if you circled more than one day this amount will be taken out EACH day you specified)

2. Turn the form in

- a. You can turn your form in by:
  - i. Bringing it to the RVC office
  - ii. Placing it in the tithe box on Sunday

\*\*NOTE: The Financial Administrator will be the only one who has access to your information and after it has been entered on the secure program it will be locked up in a file.

**WE VALUE THE PRIVACY OF YOUR INFORMATION!**

3. When it takes effect

- a. Your first deduction will be the next date in which you circled.
- b. Depending on whom you bank with the transaction may take a few days to be deducted. (ex. Although it is submitted on Monday you may not see it until Tuesday, Wednesday, etc.)
- c. If Monday is a holiday recognized by the bank, it will still be submitted on Monday, but will not be processed until Tuesday, and therefore will be a one day delay.

4. How to change information or stop automatic tithe

- a. You have 3 options:

\*\* NO MATTER WHICH OPTION YOU CHOOSE PLEASE INCLUDE THE FOLLOWING INFORMATION:

- Name on the account
- Which day you have your tithe taken out
- What you would like changed (account info, amount, etc.)
- Do you want this change to be permanent or just for this week?
- Signature, if you are putting note in tithe box

- i. You can call Nicole at the RVC office, (559) 325-3493 and request your change over the phone
- ii. You can e-mail Nicole at [nicole@rvcfresno.com](mailto:nicole@rvcfresno.com) and notify her of the change. (please do not e-mail account numbers)
- iii. You can fill out the Automatic Tithe Form located at the Involvement Center, and drop it in the tithe box on Sunday

\*\* THIS INFORMATION MUST BE GIVEN TO NICOLE BY NOON ON SUNDAY. The transaction will be done Monday morning so unless notified before then no change will be made. Monday morning is TOO LATE.

PLEASE KEEP THIS SHEET AS A REFERENCE FOR ANY FUTURE CHANGES YOU MAY NEED.

If you have any questions or concerns please direct them to Nicole by phone or e-mail.