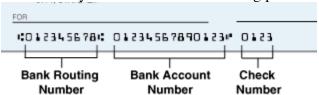
First Giving Instructions

New Authorizations (initial set up)

- * Fill in your personal information
- * Check the box marked New Payment from Account Specified Below.
- * Fill in your Bank Name and the Bank City and State.
- * Check the box indicating if the amount is to be transferred from a *Checking* or *Savings* account. Be sure to attach proof of account as described in the general information above.
- * Your *Bank Routing Number* is the first 9 digits printed at the bottom of your checks (see diagram below). This is your bank's electronic address.
- * Your Bank Account Number is the next set of numbers on the bottom of your check (see diagram below). Do **not** put in spaces or punctuation that is shown. Be careful not to include the set of numbers farthest to the right, these correspond to your check number, and are only there to assist your bank with the checking process.



- * The available Fund types are: Pledge or Contribution and Capital Campaign Gift.
- * Check the box under *Payment Schedule* indicating if the amount is to be withdrawn monthly or one time.
- * The *Amount* is the amount that you wish to have deducted from your checking or savings account each month and given to First as your offering. Since each gift installment transferred from your bank account to the First's costs \$1.00 we ask that your gift be a minimum of \$100.
- * The *Payment Start Month* should be the first month you wish to have payments withdrawn.
- * Check the box under *Collection Date* indicating if the amount is to be withdrawn on the 5th or the 20th of the month.
- * Read carefully the statement on the bottom and sign and date the authorization form.
- * Attach a voided check or savings deposit ticket to the form.
- * Place the form in an envelope marked 'EFT' on the outside and drop it off at the First Business Office. You may mail it to First Presbyterian Church (820 Colonial Ave, Norfolk, VA, 23507) or you may drop it the offering plate.

CHANGE OF ACCOUNT or AMOUNT:

- □ Check the box for *Change Indicated Below*. Please keep in mind that a 30 day written notice is needed for any changes.
- □ Complete the form with the appropriate changes. See the New Authorization instructions above for detailed information.

TERMINATION OF AUTHORIZATION:

□ Checking the box for *Discontinue Electronic Funds Transfer* and signing the form will terminate your prior authorization form. Please note that a 30 day written notice is required to discontinue electronic funds transfer.