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## **CENTER FOR STUDENT MISSIONS**

**PO Box 900  
DANA POINT CA 92629-0900  
949-248-8200  
WWW.CSM.ORG**

### **ELECTRONIC FUNDS TRANSFER (EFT)**

#### **Would you your gifts for CSM to be automatically:**

- ✓ **Withdrawn from your  
checking account?**
- ✓ **Or, billed to your credit  
card?**

CSM offers Electronic Funds  
Transfer (EFT) for donations.

If you're interested in the  
program, read on!

#### **How does the EFT program work?**

On the date you specify each month  
(the 5<sup>th</sup> or 20<sup>th</sup>), your gift to CSM can  
be automatically withdrawn from your  
checking account or charged to your  
credit card. This transaction will  
appear on your monthly bank or credit  
card statement and you will continue  
to receive a CSM receipt for each gift  
given.

#### **How do I enroll?**

Fill out the EFT Authorization form.  
Please be sure to provide all of the  
information requested. It is necessary  
in order to process your enrollment.

- ✓ For checking account withdrawals,  
please enclose a voided check for the  
account from which the funds will be  
withdrawn. (This is required!)
- ✓ For credit card billing, please use the  
address that your bill is mailed to.  
(This is very important!)

It is very important that you include  
your bank's phone number. Our bank  
may need to contact your bank if there  
are any problems with your account.

Return your form to us once it is  
completed. (Please plan on a few  
weeks for us to process your first gift.)

#### **Once I'm in the program, how do I change the amount of my donation or designation?**

To make any changes in the amount  
of your donation, or how you want  
your gift(s) designated, you will need  
to fill out a new form, which you can  
print from our web site. You will  
need to contact us at least one month  
in advance to make changes.

#### **What if I need to stop my withdrawals?**

In order to cancel your withdrawal,  
you must let us know by phone, email  
(billing@csm.org), or in writing at  
least one month prior to the intended  
date of cancellation.

#### **What if I change banks or cards?**

Please send us a letter with your  
signature explaining the change and  
include a new voided check or credit  
card information at least one month  
prior to the change taking place.

**Where do I send my completed  
form?** Please send your completed  
EFT Authorization form to:

**CSM  
PO Box 900  
Dana Point CA 92629-0900**

**PLEASE KEEP THIS SHEET  
FOR FUTURE REFERENCE**

