

Automatic Deduction Payment Plan

NOW YOU CAN WRITE ONE LESS CHECK... Automatic deduction is a safe and convenient method of paying your membership commitment, school fees, or other charges to Beth Emet. Paying your bill through Automatic Deduction means your money stays in your account until the day your payment is due. You never need to worry again about remembering to make your payment or lost payments due to unpredictable mail service. In addition to the convenience, you can save check and postage costs.

HOW DOES AUTOMATIC DEDUCTION WORK? You simply authorize us to notify your bank to transfer the amount of your bill to our bank account on the specified dates as indicated below. We can work with any bank or financial institution in the area, and it will cost you nothing! If you change banks in the future, let us know the name of your new bank and account number well in advance of your next payment date to ensure that your payments aren't interrupted or delayed. We will make all the necessary arrangements. Please note that this agreement is good for the fiscal year, ending June 30, unless otherwise indicated in writing.

HOW WILL I KNOW THE CORRECT AMOUNT HAS BEEN TRANSFERRED EACH TIME? For your records, the transfer will appear on your bank statement. Should you ever feel that the transfer amount is incorrect, notify your bank to research the transfer. A reversal can be made up to 15 days after you receive your statement. Your bank can only transfer the amount that you have authorized to be transferred, and you can stop payment on a transfer just like checks drawn on your account.

CAN I CANCEL THIS AT ANYTIME? Certainly. Just remember to give us thirty-days to process the cancellation.

HOW DO I SIGN UP? It's easy. **Complete the authorization form below and return it to us along with a voided check from the checking account you want charged for your payment.** We'll do the rest! If you have any other questions, please contact our Staff Accountant at the Synagogue office (847-869-4230 ext. 302) or via email at accounts@bethemet.org.



AUTHORIZATION AGREEMENT FOR AUTOMATIC DEDUCTION:

I/WE _____ hereby authorize **Beth Emet The Free Synagogue** to initiate debit entries from my checking account. I acknowledge that the origination of Automatic Debit transactions from my account must comply with the provisions of U.S. law.

- STEP ONE: Please check one:**
- A voided check is enclosed
 - Please use same checking account from the prior year automatic debit

This authorization is to remain in force until Beth Emet The Free Synagogue has received written notification from me of its termination in such time and in such manner as to afford Beth Emet The Free Synagogue and Depository a reasonable opportunity to act on it. Please note that this form will need to be resubmitted for each year.

STEP TWO: Total amount to be deducted:	Membership Dues	\$ _____
	Building Fund	\$ _____
	B'nai Mitzvah	\$ _____
	ARZA	\$ _____
	Other	\$ _____
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	GRAND TOTAL	\$ _____

- OPTIONAL:** I/We authorize Beth Emet to add additional charges to my monthly automatic deductions (e.g. Shabbat dinners, donations)

STEP THREE: One of the following options below must be checked:

- I would like to have payments deducted quarterly (July 15, October 15, January 15 and April 15 only)
- I would like to have payments deducted monthly (the 15th of the month after form received).

Deductions will be made in equal amounts with the balance to be paid in full by April 30, the end of the payment cycle.

Signature _____ **Date** _____