



Notice of Pledge Payment By Payroll Deduction

To arrange to pay your Canvass 2017 pledge via automatic payroll deduction, please make contact with your employer to request deductions from your paychecks and transfers to St. Mark's as follows.

Contributions Should Be Transferred To: St. Mark's Episcopal Church Vestry Account # 10108561 at the National Capital Bank, 316 Pennsylvania Avenue SE, Washington, DC, 20003, Routing Number 054000056.

Notify St. Mark's: Complete and return this form to Patricia Schans, Finance Manager, by mail to St. Mark's, 301 A Street SE, Washington, DC, 20003, or by email to patricia@stmarks.net. Note that, if you do not complete this notification, St. Mark's may be unable to properly credit the contributions to you.

NAME (please print) _____ Member/Pledge # _____

ADDRESS _____

PHONE NUMBER _____

EMAIL _____

I have authorized my employer to deduct \$ _____ in total from my paycheck each month. St. Mark's will receive \$ _____ at the following frequency:

- Weekly
- Every two weeks
- Once a month

The deposits will be identified as coming from _____ when each transfer is made. The first deposit should occur on (date) _____ and the deposits will continue, in the same amounts, until I notify you, in writing, that the amounts have changed or that I have discontinued the payroll deduction.

I understand that St. Mark's has no control over these deductions, and that to change or stop them I must make contact with my employer.

SIGNATURE _____ Date _____

If you have any questions, please make contact with Patricia Schans at patricia@stmarks.net or 202-543-0053, X305.