



# First Baptist Church Ingersoll Inc.

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Donation Guidance: Pre-Authorized Debit (P.A.D.)			
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Date:	2021	Mar.	25
	YYYY	MM	DD

First Baptist Church Ingersoll Inc. can set-up secure off-line Pre-Authorized Debits arranged through our financial institutions.

Pre-authorized debits (PADs) are a convenient way of payment when these transactions occur on an ongoing basis and seldom vary in value. Charitable donations are frequently handled by PADs.

First Baptist Church Ingersoll would arrange to set up a PAD through an agreement that we establish directly with you. This agreement (called a Payor's PAD Agreement) may be made in writing or through electronic communication channels such as the telephone or Internet, subject to certain requirements. Once this agreement is in place, we would automatically issue PADs to withdraw money for payments from your account at your financial institution as previously agreed.

To initiate PADs, we would require your account number and the numeric codes that identify your financial institution and the specific branch where your account is held. You will be asked either to provide these details when you complete the Payor's PAD Agreement, or to provide a blank cheque from which we can obtain this information. Be sure to write VOID in ink across the front of the cheque, and do not sign it. You should never provide the PIN or password for your account.

Holders of a bank deposit account may obtain a void cheque through, as an example, patrons of RBC Online Banking as follows:

Sign In to Online Banking

Under "My Services" click on "Account Services"

Under "Account Services" click on "View and Print Void Cheque"

Select the applicable account from the drop down menu

Select "View and Print" (in some cases output pdf may be available)

At the bottom of the Void Cheque, three numbers will be displayed which are required by billers to setup PADs: Account Transit (5 Digits), Institution ID (3 Digits), and Account Number (7 Digits).