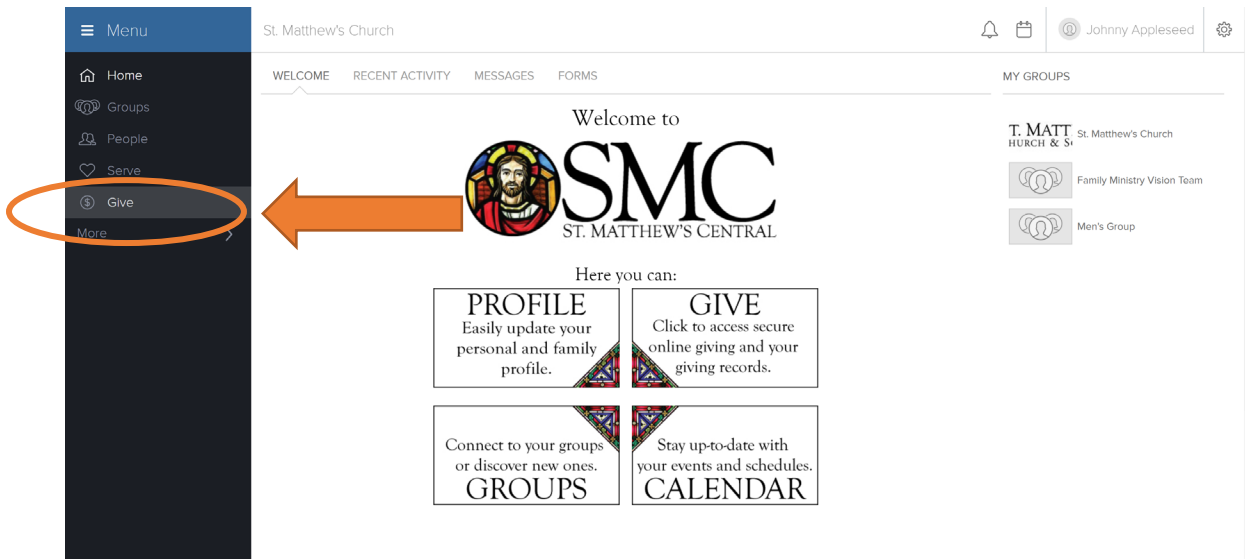
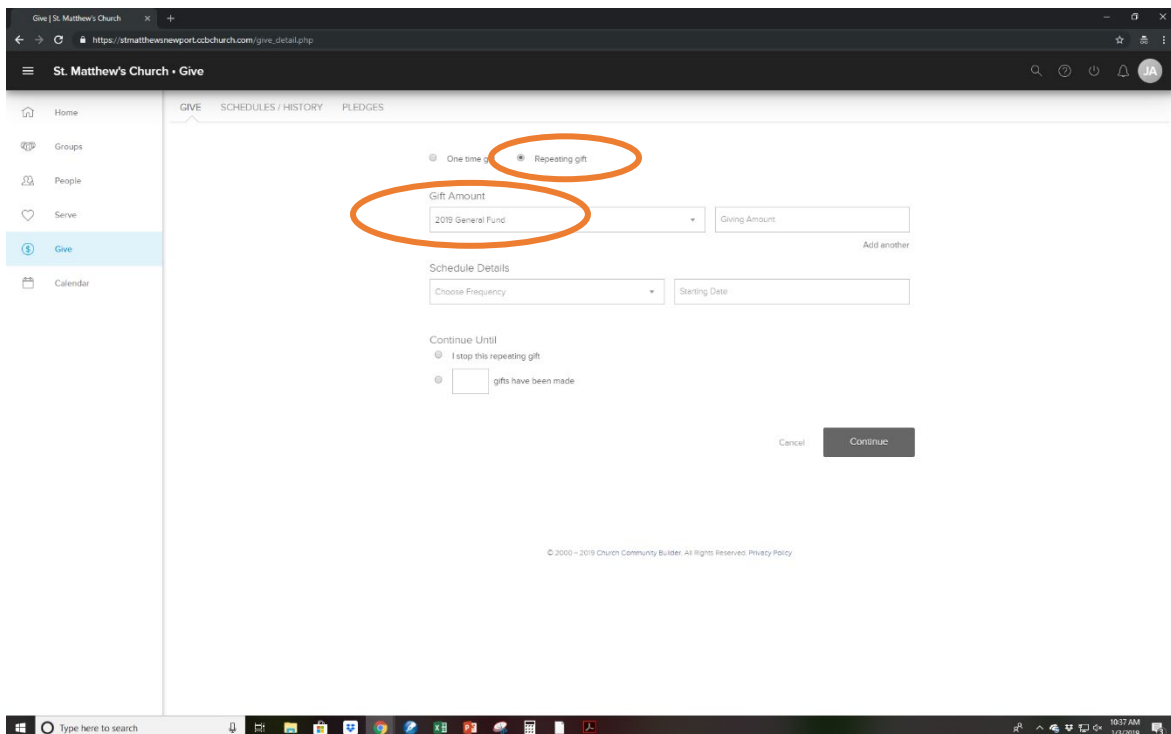


2020 Recurring Gift Instructions

1. Log in to St. Matt's Central and select "Give" from the menu on the left hand side of the screen.

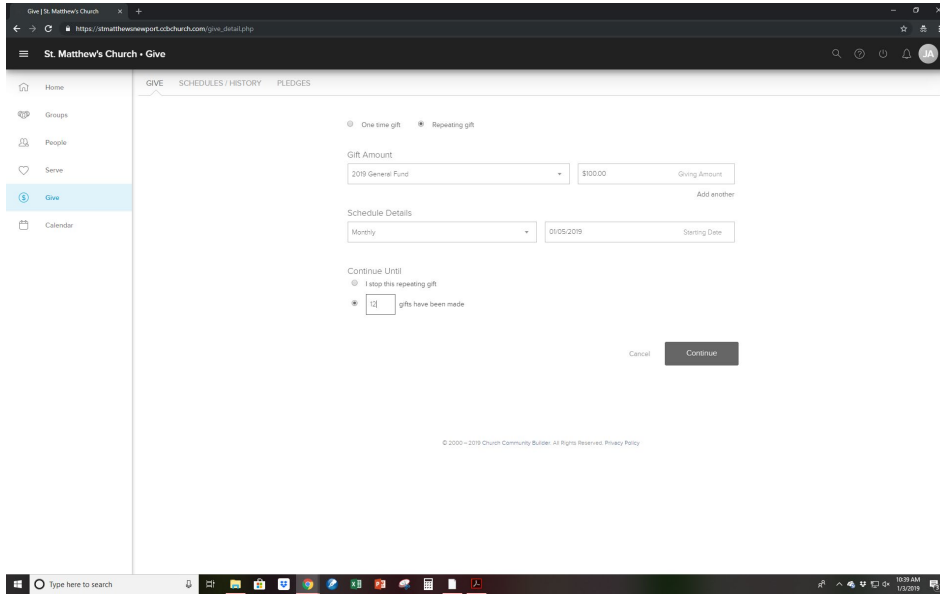


2. Select "Repeating Gift"
 - a. Select "2020 General Fund"
 - b. Input your desired amount
 - c. Select your preferred giving schedule (weekly, monthly, annually, etc.)
 - d. Select a starting date.
 - e. **NOTE: All gifts to the 2020 General Fund must be completed by December 2020. This helps with our accounting. Please make sure the schedule you choose completes itself by Dec. 31, 2020.** (See next image for an example)



3. EXAMPLE:

- a. In this example, Johnny Appleseed has set up a recurring monthly gift of \$100 to the 2019 General Fund. His giving will begin on January 5, 2020 and will be completed in December.
- b. To make sure his gift is completed in December, he has selected that only 12 gifts be made—one gift for each month.



4. Once you have created your giving schedule, you will be asked to input your financial information securely on the following page. Simply input your preferred payment method, hit continue, confirm the details, and you're finished!

2019 General Fund	\$100.00
Gift Amount	Total: \$100.00

Payment Information

Payment Type
Checking Account

First Name: Johnny Last Name: Appleseed

Street: 2300 Ford Rd.

City: Newport Beach State: CA Zip Code: 92660

Email: office@stmatthewsnewport.com

Update profile with this contact information.

PAY TO THE ORDER OF \$

⑆ 234567890⑆ ⑆ 234567890⑆ ⑆ 234⑆

Routing Number Account Number Check Number

Routing Number: Account Number:

Confirm Routing Number: Confirm Account Number:

I authorize St. Matthew's Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Back Continue

If you have any questions about setting up a recurring gift, please contact the church office by phone or email: 949-219-0911 x. 10, office@stmatthewsnewport.com