



*“I give by Pre-Authorized Remittance
because my church is one of my priorities.”*

What Is PAR?

With Pre-Authorized Remittance (PAR), church offerings are given by an automatic monthly debit from individuals’ bank accounts. PAR is convenient for the donor and supplies a reliable income for the congregation.

How to Sign Up

The United Church of Canada administers the program for congregations. You can sign up for PAR by contacting the PAR Administrator (see page 2). No minimum number of givers is required, but most congregations find that the more people on the program, the more valuable and helpful PAR is.

Joining PAR is simple. Just send the PAR administrator the PAR Authorization Form (see page 3 for a sample) and attach a void cheque from these individuals or complete banking information that is usually found on-line banking

- a change form (Additions sheet) with the names of individuals who wish to begin contributing in this way (see page 4 for a sample)
- a covering letter indicating your congregation’ wish to begin using PAR (which month) and the name, email, and phone number of a contact person
- a void church cheque for the account(s) to be credited each month

a void church cheque must be sent so the system can forward the collected monies to the church’s bank account. We can accommodate up to three different

church bank account numbers (e.g., Local/ General Account, Mission and Service Account, Other). The totals of the corresponding amounts are then directly deposited into the various accounts each month.

Cost

The cost to the congregation is 50¢ per person per month, up to a \$45 flat fee. There are no setup fees.

Individual donors are charged their normal debit fee by their bank. Debits are drawn on donors’ accounts on the 20th of each month (or the following business day if the 20th falls on the weekend) and the church account is credited the same day.

Church Contact Person

The church must provide the name of one contact person, email, and a phone number for use during business hours. This contact person may be the church secretary, treasurer, or envelope steward. The contact person lets people who have decided to use PAR know in which month the system will be implemented confirms with the United Church when PAR will begin for his/her congregation is the liaison with the United Church if problems or questions arise—PAR staff do not contact individual donors lets PAR staff know of any changes in donor information receives the monthly PAR statement

Monthly Statement

Congregational accounts are credited on the 20th of the month for the total amount, less service charges. This amount shows up on the congregation's bank statement as a credit memo. PAR staff mail a monthly PAR statement to the participating churches. This statement shows

- individual contributors for record-keeping and income tax receipt purposes—this information should be shared with the envelope steward
- the monthly charge of 50¢ per person (up to the maximum \$45)—this is the monthly invoice for the PAR program and needs to be put through the church books as such
- any returned item (NSF, etc.) corrections from the previous month
- the total amount transferred to the church account(s)—the congregation's bank statement should be checked against the PAR statement to make sure the correct amount has been credited.

Returned Items and Stop Payments

It is the responsibility of the congregation to reimburse the United Church if any contributor's debit is not honoured by his/her bank (e.g. NSF, stop payment, declined by the credit card processing company, etc.).

The month after a returned item, the PAR statement will show that the amount of the item has been deducted from the credit to the congregation's bank account.

The PAR administrator will send a letter to the appropriate congregation upon receiving information about returned items from the bank or the credit card processing company.

Changes to Donor Information

The PAR Changes/Information Sheet is to record your congregation's additions, changes, deletions, and other information for the system (see the sample on page 4).

Additions, changes, and deletions received by the 10th of the month will be included in the current month (the earlier in the month the better). For example, the requests for additions, changes, and deletions received by May 10th are included in May PAR, i.e. these can be shown on the May PAR statement.

With change requests, please use the reference numbers from the monthly PAR statement for the individuals, as well as the assigned church number.

Contact Information

For further information, to sign up for PAR, or to change donor information, please contact:

PAR Administrator
The United Church of Canada
50 Wynford Dr,
North York, ON M3C 1J7

Phone: 226-564-1963
Fax: 416-231-3103
E-mail: par@united-church.ca





PAR AUTHORIZATION FORM

- For registration of new PAR donors
- or
- For banking changes for existing donors

FOR USE BY PAR ADMINISTRATOR

PAR congregational number: _____

Church PAR administrator: _____

Phone number: _____

E-mail: _____

Donor name: _____

Address: _____

City: _____ Province: _____ Postal code: _____

E-mail _____ Envelope# _____ Monthly gift amount \$ _____

Name of local church: _____

Address: _____

This gift to the above church is to benefit

Local church: \$ _____ Mission & Service: \$ _____ Other: \$ _____

Option 1: Pre-authorized debit

Please attach a VOID cheque or complete banking information that is usually found on-line or from a financial institution.

I/We request/authorize The United Church of Canada to debit my/our account on the 20th of every month, starting the 20th _____ of, 20____. I/we also recognize and agree to the following:

- I/we may change the amount of my contribution at any time by contacting our church PAR contact.
- I/we have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAR agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit www.cdnipay.ca.
- I/we waive my right to receive pre-notification of the amount of pre-authorized remittance (PAR) and agree that I do not require advance notice of the amount of PAR before the debit is processed.

Signed: _____ Dated: _____

Option 2: Visa/MasterCard/American Express

Please note that a 2–3% service charge reduces the total of your donation to your congregation.

Card number: _____ Expiry: _____
MM YY

Name on card: _____ Telephone: _____

Signed: _____ Dated: _____

Thank you for your generosity.

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c.5)*.

The United Church of Canada Attn: PAR • 50 Wynford Dr, North York, ON M3C 1J7
phone: 226-564-1963 • fax: 416-231-3103 • par@united-church.ca

PAR CHANGES/INFORMATION SHEET

Congregation: _____

Congregation Number: _____

Date: _____

Changes effective as of: _____

ADDITIONS:

ENV. #	NAME	GENERAL	M and S	OTHER	TOTAL

CHANGES:

NEW AMOUNTS:

ENV. #	NAME	REF. #	GENERAL	M and S	OTHER	TOTAL

DELETIONS:

ENV. #	NAME	REF. #	GENERAL	M and S	OTHER	TOTAL

OTHER:

Congregational Contact Signature and Phone Number:
