

## DIRECT DEBIT INFORMATION

If it is of assistance, Synod offers a direct debit facility.

Direct debit is the Synod office's preferred payment method as it is an efficient and streamlined process. The form authorises Synod to deduct funds from the Congregation's bank account. This can sometimes be easier for a Congregation than arranging two signatories for a cheque/online payment. The permission is for the payment of Stipend and CPMP. To assist you with planning the congregation's cash flow, the Synod office will process the deduction from the Congregation's bank account at set intervals. CPMP contributions are deducted on the 15<sup>th</sup> of the month. Stipend is deducted 2 business days after the 20<sup>th</sup> of the month. The congregation just has to ensure there is sufficient funds in the account. Please note that if a direct debit is processed and there are insufficient funds, Synod is charged a processing fee from our banking provider which is on-charged to the congregation and your banking provider may also charge a fee.

The direct debit authority also provides the congregation with ease of paying other Synod invoices. For example if the congregation is issued with a Synod domain name or insurance invoice, the congregation can forward approval via email to our Accounts team to process the direct debit on a specified date.

If this would be of assistance to your Congregation, please complete and return the attached form. Please feel free to contact the team if you have any questions.