



Automatic Bank Payments

Procedure to set up automatic bank payments for individual giving

Background:

The following is for prayerful consideration by donors to Gashland Presbyterian Church (GPC). There is this simple way to take care of your giving while virtually eliminating having to write a check each week or month. If you miss a Sunday, week or month (vacation or illness), you don't have to worry about having to catch up as you are always up-to-date with the your giving.

Procedures: How to set up automated payments from your checking account.

In this day and age, most people have used **Bill-Pay** through their bank and checking account. Each bank's procedures and terminology are a bit different but use the same concepts.

Adding **GPC** or **Gashland Presbyterian Church** or **Gashland** to your list of Billers or Payees or Companies or Persons to pay is as simple as setting up any new biller or payee you want to pay through Bill-Pay. If you have never used Bill-Pay, consider giving it a try. Here is all you have to do:

1. Login to your bank's website for **Bill-Pay**
2. Click on to **Pay Bills** (or Pay External Bills) – again the terms and steps may vary from bank to bank
3. Click on to **Add a New Biller** (or Add a Company or Person)
4. Fill out the Biller information:
 - Gashland Presbyterian Church
 - 8029 N Oak Trfwy Kansas City MO 64118
 - 816-436-3583
 - (add a nickname, category, account number, etc.)
1. The easiest way to use Bill-Pay is to click on **Set up Recurring Payments** or **Auto Pay**.
 - a. Fill in your desired dollar amount and then,
 - b. Select a frequency that you want your gift to be sent to GPC from your checking account (weekly, monthly, etc.)
 - c. On the set up page you can also set up **Alerts** that will send an email message confirmation that your payment was sent.

Now all you have to do each Sunday morning is to complete and put your Communications card in the offering bag and have comfort in knowing that you are participating in the offering portion of the worship service through your automatic bank payments.