**Introduction to Pre-Authorized Donations**

Pre-authorized donations are becoming a popular way to donate to charities and provide several benefits to you and the charity your funds are directed to. Some of the benefits include:

* This service saves you the cost of repeated cheques and cash donations.
* Saves the cost of processing fees incurred using other online donation platforms.
* Funds are transferred on the same day each month, ensuring consistency even during vacation and holiday times.
* Efficiencies are achieved for you in making donations and for The Salvation Army in receiving donations.
* A more secure method of donating funds.

The Salvation Army Finance department offers a pre-authorized donation withdrawal program on the first and fifteenth day of every month. To ensure we can achieve efficiencies in processing, we are only processing funds on these 2 specific days only. Donations can be collected either on the first (monthly), the fifteenth (monthly), or on both dates (twice a month).

To initiate or cancel existing pre-authorized donations, the donor will need to follow these steps:

**Initiate pre-authorized donation:**

1. Fill out the attached pre-authorized payment authorization form.
2. Send a VOID cheque, or direct deposit form, or letter from their bank.
3. Indicate where he or she would like to direct the donation.

**Cancel a pre-authorized donation:**

The donor can contact their church leaders, who can relay the desire to stop donations or they can email THQ Finance at accounting\_operations@can.salvationarmy.org

If contacting THQ Finance directly the donor must:

* 1. Include the phrase “donation cancellation” in the subject line
	2. Copy someone at the church (church leaders, treasurer or designated finance person), for their records.

Upon receiving the request, THQ Finance staff will remove the donor from our pre-authorized payment records; and reply confirming cancellation.

**Donation recording and receipting:**

Please note that the ministry unit is still responsible for recording and receipting the donations processed.  To accomplish this, each time a withdrawal is made, a report will be issued to the ministry unit outlining the donor information and amounts withdrawn.

Any and all inquiries are to be directed to the Accounting Operations email with “PAP” included in the email subject line.