



SEVENTH-DAY  
ADVENTIST  
CHURCH

*Southern California Conference*

December 27, 2017

**Office of the Treasurer**

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Glendale, CA 91206-4107  
P.O. Box 969  
Glendale, CA 91209-0969  
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Dear Pastor, Treasurer, Principal and others,

I pray this letter finds you in good health and that all ministries in your church are thriving with God's grace and strength with the efforts of His people.

Find enclosed the Direct Debit or ACH Debit form to enroll and facilitate electronic payments for business with the office on behalf of each individual church, school, or entity that makes the Southern California Conference. It provides enrollment in the four types of accounts each entity may have.

**REQUIRED:**

**Payroll:** Salary, payroll taxes, and benefits (i.e. Healthcare, Retirement, etc.) associated with each employee that is locally hired and funded. It is required each organization be enrolled in Direct Debit or ACH Debit to fund the locally hired employees by action of the Budget & Finance and Executive Committees in October of 2016.

**OPTIONAL:**

**Remittance – Tithe & Offering:** Donations received at the church

**Property Tax:** Assessments for fees, dues or services assigned by county assessors

**General A/R:** This is for all other business (i.e. Insurance, Teacher Billing, other miscellaneous items)

This allows for each entity to be responsible and accountable for the expenses generated by each location in the Southern California Conference and protect the utilization of funds as agreed by the united body.

We are glad to serve each church, school and other entities that make up the Southern California Conference as together in Christ we can accomplish more than separate. Many blessings to each of you and the ministries you lead.

Sincerely,

Orville Ortiz  
Treasurer/CFO



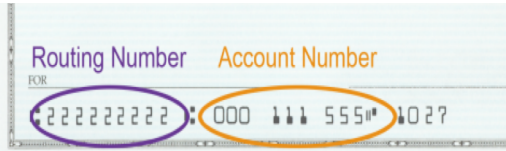
## Southern California Conference

of Seventh-day Adventists

### Authorization Agreement for Automatic Payments (ACH Debits)

The (**name of local institution**) \_\_\_\_\_ hereby authorizes the Southern California Conference of Seventh-day Adventists to initiate debit entries from the depository financial institution named below for processing:

- Payroll - **Required**
- Property Tax
- Remittance – Tithe & Offering
- General A/R – (i.e. Insurance, Teacher Billing, and other)

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Bank Name: _____ Bank Branch: _____ Bank City/State: _____ Name on Account: _____ Account Number: _____ ABA Routing Number: _____	 <p>The diagram shows a routing number '222222222' circled in purple and an account number '000 111 555' circled in orange. Labels 'Routing Number' and 'Account Number' are placed above their respective circles. Below the routing number is the label 'FOR' and below the account number is the label '111'.</p>
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This authority is to remain in full force and effect until Southern California Conference has received written notification from the Church or School Board of its termination. Southern California Conference will be notified in writing of any changes in the account information or termination of this authorization at least 15 business days prior to the next ACH date. In the case of an ACH Transaction rejected for Non-Sufficient Funds (NSF), the Southern California Conference may charge the bank fees associated with the NSF transaction.

Today's Date: \_\_\_\_\_ Committee Action Date: \_\_\_\_\_

By: \_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_  
 Print Name                                      Signature                                      Title

Treasurer's Email: \_\_\_\_\_ Treasurer's Phone: \_\_\_\_\_

- Notes:**
- \* Please print or type
  - \* The form must be signed by at least two people, one with signature authority on the account
  - \* A minimum of 15 business days is required for implementation or revocation of this agreement
  - \* Keep a copy of this form for your records

**PLEASE RETURN COMPLETED FORM TO THE ACCOUNTING DEPARTMENT, WITH A COPY OF A VOIDED CHECK, AND COPY OF CHURCH OR SCHOOL MINUTES APPROVING THIS AGREEMENT.**