



## **Procedures to Adventist Giving Church Enrollment Agreement**

1. Download the Adventist Giving Enrollment Form from the SCC Treasury website. See attachment for the form.
2. Complete the Adventist Giving Enrollment Form. You may fill out the application online or print the form and fill out.
3. Provide your Church voided check.
4. Send the enrollment form and the voided check to the SCC Treasurer's Office. The best option would be to scan the form and the voided check and email them to Eileen Legaspi : [elegaspi@sccsda.org](mailto:elegaspi@sccsda.org)
5. When received, the SCC Treasurer will sign for final approval and send the form and voided check to the North American Division Adventist Giving Office with email copy to the individuals on the form (Church treasurer & pastor).
6. Adventist Giving office will send an email confirmation to the Church treasurer with instructions on how to setup and activate the account.
7. Church treasurer must follow through the instructions in order to complete the process.

### TREASURY

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