

# TOURO SYNAGOGUE

## Payment Options Form

### Fiscal Year 2011-2012

*The following will answer some of your questions regarding your dues obligation. Please read it carefully as it has changed. You do not need to complete the other side unless you choose to pay by either Credit Card or Automatic Deduction.*

#### **What options do I have for paying my dues?**

Touro Synagogue would like to make payment as easy as possible. Options are described below for donating appreciated assets, using Credit Cards, Automatic Deduction from your bank account, or tried and true check writing. An additional 3% charge is applicable for all charges on credit card.

#### **What works best for Touro Synagogue?**

The method that is most convenient to you is most preferable for us. We will always assist you to find the best solution, just call us.

#### **How do I give appreciated assets?**

Request the *Stock Transfers Memo* to find out how easy it is to donate appreciated assets such as stocks or bonds. This option can be done at anytime during the year and can be used to pay for any balances on your statement.

#### **How can I use my Credit Card?**

Simply fill out the appropriate section on back of this form. *A 3% fee will be added to all charges Minimum fee is 1.50.*

#### **How can I pay my dues using automatic deduction?**

Automatic deduction is a safe and convenient method of paying your dues. Your money stays in your account until the day your payment is due. You never need to worry again about remembering to make your payment or losing payments in the mail. In addition to the convenience, you save check postage and processing costs. **THIS AGREEMENT MUST BE RENEWED EACH YEAR.**

#### **How does automatic deduction work?**

You simply authorize us to notify your bank to transfer the amount of your bill to our bank account on the specified date(s). (*Complete the form on the back and return it to us along with a voided check from the bank and account you want charged for you payment*). We can work with almost any bank or financial institution and it will cost you absolutely nothing!

#### **How will I know the correct amount has been transferred each time?**

For your records, the transfer will appear on your regular bank statement. Should you ever feel that the transfer amount is incorrect, notify us and a reversal can be made up to 15 days after you receive your statement. Remember: Your bank can only transfer the amount that you have authorized to be transferred. You can stop payment on a transfer just like checks drawn on your account.

#### **Can I cancel automatic deduction at anytime?**

Certainly. Just remember to give us enough time to process the cancellation.

**NOTE: Automatic Deduction must be re-authorized each year.**

#### **When are my dues due?**

As you know, the busiest time for Touro Synagogue is from September through December. This third of the fiscal year accounts for over 50% of our expenses, not including salaries. When more people pay their dues at the beginning of the year, the more Touro avoids having to borrow to cover short-term cash needs, thereby decreasing expenses. Naturally, some people need more time to pay their dues and for those folks we will gladly accept payments throughout the fiscal year. Accounts are considered past due March 31.

#### **What if I can't pay all my dues today?**

We prefer receiving some payment each month. If monthly payments are a problem, please call the Executive Director to make arrangements. Accounts with regular, proportional payments are given until June to complete payment.

#### **What if I have more questions or concerns?**

If you have any other questions, just contact our Executive Director, Leigh S. Goodman at 895-4843 or email [lgoodman@tourosynagogue.com](mailto:lgoodman@tourosynagogue.com) He will be happy to help.

**TOURO SYNAGOGUE**  
**Payment Options Form**  
**Fiscal Year 2011-2012**  
**Payment Schedule**

I would like my Dues, Building Preservation Fund and Security Fund automatically paid via ACH Debit or Credit Card using one of the following payment schedules: (Also include any additional amounts as indicated here - \_\_\_\_\_)

- \_\_\_ One-time payment in full on or about July 1, 2011 or other date as specified here: \_\_\_\_\_
- \_\_\_ 12 equal monthly payments of \$\_\_\_\_\_ charged the first of each month beginning on or about July 1, 2011
- \_\_\_ 4 equal monthly payments of \$\_\_\_\_\_ charged the first of July 2011, Oct. 2011, Jan. 2012 and April 2012
- \_\_\_ 2 equal monthly payments of \$\_\_\_\_\_ charged July 1, 2011 and January 1, 2012
- \_\_\_ Scheduled as indicated - \_\_\_\_\_ payments of \$\_\_\_\_\_ on the first of each month indicated: \_\_\_\_\_

*If any date(s) indicated in the payment plan selected has (have) passed, missed payment(s) will be posted next posting date.*

**Authorization Agreement for Automatic Deductions (ACH Debits)**

*Please complete this section to authorize automatic deductions (ACH Debits) from your bank account. Please sign at the bottom and include a blank voided check for this to be valid.*

I (we) hereby authorize **Touro Synagogue** to initiate debit entries to my (our) \_ Checking Account/ \_ Savings Account (*select one*) per the schedule indicated above at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until Touro Synagogue has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Touro Synagogue and Depository a reasonable opportunity to act on it. **All Debits returned by the bank for non-sufficient funds (NSF) are subject to a \$20 administrative fee.**

*(Please select a payment plan at top and then enter name, date and signature in the section at the bottom of this form).*

**Authorization Agreement for Credit Card Payment**

*Please complete this section to authorize Touro Synagogue to make charges on the schedule indicated at top. You must sign at the bottom for this to be valid.*

**Please charge the amount indicated above plus a 3% fee (subject to change) to the following credit card:**

Exp. Date \_\_\_\_/\_\_\_\_

Mark the type of credit card:



Please complete this section for Automatic Deduction or Charge Authorization.  
*(Both parties must sign if joint account requires two signatures)*

Account Holder Name 1– Please Print	Account Holder Name 2 – Please Print (If necessary)
Signature 1	Signature 2
Date	Telephone