



## Pre-Authorized Remittance (PAR) Program

Date:

### Pre-Authorized Remittance Monthly PAR Statement

Env. #	Contributor	Ref. #	General	Missions	Other	Total Dep.
45	Smith, John	101594	85.00			85.00
86	Brown, Joe	258465	52.00			52.00
127	Anderson, Frank	123987	25.00	50.00	5.00	80.00
143	White, Mary	250132	110.00	10.00		120.00
156	Small, Pearl	200369			75.00	75.00
			272.00	60.00	80.00	412.00

#### NSF - PAR Returned

127	Anderson, Frank	123987	25.00	50.00	5.00	-80.00

<b>Grand Total</b>	<b>\$332.00</b>
Service Charge: 5 x 1.00	5.00
Bank charges re NSF 1 x 2.50	- 2.50
<b>Total Transferred to Church Account</b>	<b>\$324.50</b>



Contributor reference number is assigned by the PAOC PAR Co-ordinator. Contributor envelope number will be included if provided on PAR Remittance Form.

#### What is PAR?

With the Pre-authorized Remittance (PAR) Program, church offerings are given by an automatic monthly debit from individuals' bank accounts. PAR is convenient for the donor and supplies a reliable income for the church.

#### How to Sign Up

The Pentecostal Assemblies of Canada (PAOC) administers the program for churches. You can sign up for PAR by contacting the PAOC PAR Co-ordinator (see page 2). No minimum number of givers is required, but most churches find that the more people on the program, the more valuable and helpful PAR is.

Joining PAR is simple. Just send the PAR co-ordinator:

- A PAR Authorization Form (Page 3) for each donor — filled out and signed
- **Void cheques** from these individuals
- A **void church cheque** for the account to be credited each month
- A covering letter indicating your church's wish to begin using PAR (which month) and the name of your church PAR contact person.

A void church cheque must be sent so the system can forward the collected monies to the church's bank account. We can accommodate up to three giving options: "General," "Missions," and "Other." The totals of the corresponding amounts are then directly deposited to your church's bank account each month.

#### Cost

The cost to the church is \$1 per transaction. This cost includes initial set-up fees.

Individual donors are charged their normal debit fee by their bank. Debits are drawn on donors' accounts on the 1st and or 15th of each month, depending on what you choose (or the following business day if the 1st or 15th falls on the weekend). The church account is then credited the same day.

#### Church PAR Contact Person

The church must provide the name of one contact person, with a phone number for use during business hours. This contact person may be the church secretary, treasurer or church administrator.

The contact person:

- Lets people who have decided to use PAR know in which month the system will be implemented
- Confirms with the PAOC when PAR will begin for his/her church
- Is the liaison with the PAOC if problems or questions arise – PAOC staff do not contact individual donors
- Lets the PAOC PAR Co-ordinator know of any changes in donor information
- Receives the monthly PAR statement.

#### Monthly Statement

Church accounts are credited on the 1st and or 15th of the

month (or the following business day if the 1st or 15th falls on the weekend) for the total amount, less service charges. This amount shows up on the church's bank statement as a credit memo.

Your PAR monthly statement is available via your church portal. Please contact Janice Chiu at the PAOC International Office to obtain your PAR password.

This statement shows:

- Individual contributors for record-keeping and income tax receipt purposes
- The monthly charge of \$1.00 per transaction — **this is the monthly invoice for the PAR program** and needs to be put through the church books as such.
- Any returned item (NSF, etc.) corrections from the previous month plus bank charges
- The total amount transferred to the church account — the church's bank statement should be checked against the PAR statement to make sure the correct amount has been credited

### NSF Items and Stop Payments

*It is the responsibility of the church to reimburse the PAOC if any*

*contributor's debit is not honoured by his/her bank (e.g. NSF, stop payment, etc.) plus any bank charges.*

If an item is returned, the following month's PAR statement will reflect the subtracted amount of the item plus any bank charges from the total credit to the church bank account.

As soon as PAOC PAR staff receives information on returned items, notification will be sent to the appropriate church PAR Contact. This usually gives the contact person a chance to correct the situation before the next month's deductions are made.

### Changes to Donor Information

If a donor requests a change to the amount of their donation, withdrawal date, etc., please have the donor fill out a PAR Authorization Form and sign for the changes.

All changes can be submitted either by email or mail.

Changes are usually made in the month they are received by PAR Co-ordinator. For a change to be made in a particular month, it must be received by the **20th of the month** (the earlier in the month the better). With change requests, please note the reference numbers from the monthly PAR statement for the individuals, as well as the assigned church number.



Mailing Info:  
The Pentecostal Assemblies of Canada  
2450 Milltower Court  
Mississauga, ON L5N 5Z6  
Attn: PAR Co-ordinator

Phone No. : 905-542-7400 ext. 4241  
Fax: 905-542-7313  
Email: par@paoc.org



### PAR AUTHORIZATION FORM

Please check one:

- ☐ For PAR registration of a new donor  
☐ For a change in banking information for an existing donor

Church Name: \_\_\_\_\_

I/We, \_\_\_\_\_ (envelope # \_\_\_\_\_), request and authorize

The Pentecostal Assemblies of Canada to debit my/our bank account every month on the following dates:

- ☐ 1st of the month for \$ \_\_\_\_\_, beginning on \_\_\_\_\_ (mm/yy)  
☐ 15th of the month for \$ \_\_\_\_\_, beginning on \_\_\_\_\_ (mm/yy)

**This contribution by me/us is to be allocated to:**

The General Fund \$ \_\_\_\_\_ Missions \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

This donation/payment is made by (check one): ☐ Individual(s) ☐ Business

**Please attach a VOID cheque.**

Signed \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yy)

Signed \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yy)

- I may change the amount of my contribution at any time, subject to providing notice of 15 days.
- I may revoke by authorization at any time, subject to providing notice of 15 days.
- I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAR agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)
- I waive my right to receive pre-notification of the amount of the Pre-Authorized Remittance (PAR) and agree that I do not require advance notice of the amount of PAR before the debit is processed.

Church Name: \_\_\_\_\_ Church Number: \_\_\_\_\_

PAR Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

We agree to be bound by comply with, respect and apply all relevant provisions of the Canadian Payments Act and all related by-laws, rules and standards in force from time to time as they apply to PARs, including, without limitation, the Confirmation/Pre-notification requirements and cancellation requirements as set out in Rule H1.

The use, retention and disclosure of personal information collected from this form is done in compliance with PAOC's Privacy Policy (see [www.paoc.org](http://www.paoc.org)).

