

Holy Trinity PTO Scrip Program
STANDING ORDER
Explanation, Policy, and Automatic Bank Withdraw Form

- 1 **Monthly Standing Orders** will automatically be filled on a monthly basis **all year round**. Orders will be filled the first Monday or Thursday of each month and can either be ready for you to pick up after Mass or sent home with your child (during school months). Please designate the delivery method on the gold Scrip Order Form.
- 2 If choosing the Monthly Standing Order, payment must be made via automatic bank withdraw.
- 3 Automatic bank withdraw payments can be done on either a monthly or bi-monthly basis as indicated on the form below.
- 4 Return the **scrip order form** (gold) and the **bottom of this authorization** to Holy Trinity in an envelope marked **Scrip standing order**. Standing orders can start ANY month. Forms must be received by the 20th of the month for the changes to be effective the following month.
5. To cancel a standing order please provide written notice 15 days prior to the next scheduled withdraw.
- 6 All scrip orders must have the attached SCRIP Enrollment Form completed and submitted before we can process orders for a family this year. This is a Diocese regulation and is not optional.

Please detach form here and keep the above information for your records.

AUTHORIZATION FOR AUTOMATIC BANK WITHDRAW

Your Name: _____ Phone Number: _____
Bank Name: _____ Total Amount of Monthly Scrip Order: \$ _____
Bank City, State, Zip Code: _____
Payments should be made from: Checking Account OR Savings Account (circle one)
STARTING MONTH _____
PLEASE ATTACH VOIDED CHECK TO THIS FORM.
Number of Payments Per Month 1 OR 2
Circle the Day of Month for Payment Transaction(s) 5th OR 20th
(Circle both if you want withdraws twice a month)
Amount of Each payment per Transaction \$ _____

Authorization Signature for Transaction(s) to Occur: _____ Date: _____