**Pre-Authorized Debit Set-up Request**

Parish Name:

Date:

1. Accounts to be set up for Pre-Authorized Debit:

 🞎 Regular bank account

 🞎 Building Fund account

1. A person who will **process** the bank file (should be the parish employee who generally processes bank deposits or works with parish finances):

Name

Email:

1. A person who will **approve** the file (should be a person in the parish who can be available on the day of the month the bank file is processed as it must be approved the same day):

Name:

 Email:

*Setting up Pre-Authorized debit may take 4 to 6 weeks. The parish staff person above will be contacted by Lorna Gawlinski of the Finance Office who will coordinate this set up process for you with RBC.*

***Please return this form to Lorna at*** ***lgawlinski@caedm.ca***

Pastor’s Name:

Pastor’s Signature: