



“I give by Pre-Authorized Remittance because my church is one of my priorities.”

What Is PAR?

With Pre-Authorized Remittance (PAR), financial gifts are given by an automatic monthly debit from individuals' bank accounts. PAR is convenient for Mission & Service, your community of faith, or your organization.

How to Sign Up

The United Church of Canada administers the program for you. You can sign up for PAR by contacting the PAR Coordinator (see page 2). No minimum number of donors is required, but more people donating through PAR provides a more secure revenue stream.

Joining PAR is simple. Just send the PAR Coordinator

- a PAR Changes/Information sheet with the names of individuals who wish to begin contributing in this way (see page 4 for a sample)
- filled-in Authorization Cards and **void cheques** from these individuals
- a **void cheque from your community of faith or organization** for the account(s) to be credited each month
- a covering letter indicating your congregation's wish to begin using PAR (which month) and the name of a contact person

A void cheque from your community of faith or organization must be sent so we can forward donations to your organizational bank account(s). PAR can accommodate up to three different church bank account

numbers (e.g., General Account, Mission and Service Account, Building Account, etc.). The totals of the corresponding amounts are then directly deposited to the various accounts each month.

Cost

The cost to your community of faith is 50¢ per person per month, with a \$45 flat fee for 90 or more donors. There are no setup fees.

Individual donors may be charged their normal debit fee by their bank. Debits are drawn on donors' accounts on the 20th of each month (or the following business day if the 20th falls on the weekend) and the church account is credited the same day.

Church Contact Person

You 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 envelope steward, or whoever makes sense in your organization.

The contact person

- lets PAR donors know in which month the system will be implemented
- confirms with the United Church when PAR will begin for their community of faith or organization.
- is the liaison with the United Church if problems or questions arise—PAR staff do not contact individual donors
- lets the PAR Coordinator know of any changes in donor information
- receives the monthly PAR statement

Monthly Statement

On the 20th of each month, organizational bank accounts are credited for the total amount less the service charge for that month. This amount shows up on your bank statement as a credit memo.

You will receive a monthly PAR statement (see sample on page 3). This statement shows

- individual contributors for record-keeping and income tax receipt purposes—this information should be shared with whoever records donations for tax receipt purposes
- the monthly charge of 50¢ per person (up to the maximum \$45)—**this is the monthly invoice for the PAR program** and needs to be put through your books as such
- any returned item (NSF, etc.) corrections from the previous month
- the total amount transferred to your account(s)—your bank statement should be checked against the PAR statement to make sure the correct amount has been credited

When setting up PAR, you can choose to receive your monthly report by mail or e-mail. For faster service, we recommend e-mail.

NSF Items and Stop Payments

It is your responsibility to reimburse the United Church if any donor's debit is not honoured by their bank (e.g., NSF, stop payment, etc.).

The month after an item is returned, the PAR statement will show that the amount of the item has been deducted from the credit to your bank account.

As soon as PAR staff receive information on returned items, a letter is sent to your 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

We will send you a set of PAR Changes/Information Sheets on which to record your donor additions, changes, deletions, and other information for the system (see the sample on page 4).

Additions, changes, or deletions can be made by mail, fax, e-mail, or telephone (followed by written confirmation).

Changes are usually made in the month they are received by PAR staff. For a change to be made in a particular month, it must be received by the **10th of the month** (the earlier in the month the better).

With change requests, please use the reference numbers from the monthly PAR statement for the individuals, as well as the assigned number for your community of faith or organization.

Supplies

The United Church supplies all the materials needed for PAR: brochures (with application forms included), cards for donors to place in the offering plate, materials to advertise the program, and the sheets to record information changes. These are all available at no charge.

Some PAR supplies are available for download on united-church.ca (search PAR).

Contact Information

For further information, to sign up for PAR, or to order PAR supplies, please contact:

PAR Coordinator

The United Church of Canada
3250 Bloor St. West, Suite 200
Toronto, ON M8X 2Y4

Phone: 1-800-268-3781, ext. 3152

Fax: 416-231-3103/416-232-6003

E-mail: par@united-church.ca



The United Church of Canada

Pre-Authorized Remittances
1011111 Sample United Church

Date: May 4, 2022
Page 1

Env. #	Name	Ref. #	General \$	M&S \$	Other \$	Total Deposit
Contributors						
	Finney, A.	1523751	85.00	0.00	0.00	85.00
	Smith, Jane	1523738	52.00	0.00	5.00	57.00
45	Jones, Gerry & Sylvia	1523740	50.00	25.00	0.00	75.00
86	Jones, J.	1523742	100.00	25.00	0.00	125.00
127	Anderson, A. & T.	1523744	25.00	50.00	5.00	80.00
143	O'Loughlin, S.	1523746	100.00	100.00	0.00	200.00
156	Martineau, J.	1523747	0.00	0.00	100.00	100.00
157	Small, W. & F.	1523748	58.00	12.00	0.00	70.00
			\$470.00	\$212.00	\$110.00	\$792.00
Removed Members (Awaiting Instruction)						
99	Harrison, M.	1523749	55.00	0.00		0.00
123	Doe, John & Jean	1523750	125.00	125.00		0.00
NSF Cheques Returned (Last Month)						
99	Harrison, M.	1523749	55.00	0.00	0.00	(55.00)
127	Anderson, A. & T.	1523744	25.00	50.00	5.00	(80.00)
Grand Total						\$657.00
Service Charge: 8 contributors x \$0.50						\$4.00
Total Transferred to Church Account(s)						\$653.00

Note:

Community of faith/organization number and Contributor reference number are assigned by the United Church PAR Coordinator. Donors are ordered by envelope number, if there is one. If not, they are ordered alphabetically by last name.

PAR Changes/Information Sheet

Community of faith/Organization: _____

Community of faith/Organization number: _____

Date: _____

Changes effective as of: _____

Additions:

ENV. #	NAME	GENERAL	M&S	OTHER	TOTAL

Changes:

New Amounts:

ENV. #	NAME	REF. #	GENERAL	M&S	OTHER	TOTAL

Deletions:

ENV. #	NAME	REF. #	GENERAL	M&S	OTHER	TOTAL

Other:

PAR Contact signature and phone number: _____



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