



baltimoreclayworks.org

410.578.1919

5707 Smith Ave.

Baltimore, MD 21209

Direct Donation Authorization Form:

We are pleased to offer you the Direct Donation Plan. You can have your donation deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Donation Plan will help you in several ways:

- It saves time – fewer checks to write and mail.
- Helps you support Baltimore Clayworks in a convenient and timely manner – even if you're on vacation or out of town.
- It saves postage – many people spend close to \$100 a year on postage.
- It's easy to sign up, and easy to cancel.
- No late charges.

Here's how the Direct Donation Plan works:

You authorize regularly scheduled donations to be made from your checking or savings account.

Your donations will be made automatically on the specified day and proof of payment will appear on your bank statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

Your donations will be acknowledged once at the end of the year via email.

To take advantage of this service, complete the attached authorization form and return it to us.

PLEASE FILL OUT THE FORM BELOW.

Please return this form to Mj at finance@baltimoreclayworks.org.

I authorize Baltimore Clayworks to initiate electronic debit entries to my:

☐ Checking Account

☐ Savings Account

in the amount of \$_____

Debits shall be made monthly on the _____ day of each month.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have canceled it in writing.

DATE _____

FINANCIAL INSTITUTION NAME (PLEASE PRINT)_____

FINANCIAL INSTITUTION ROUTING NUMBER_____

ACCOUNT NUMBER AT FINANCIAL INSTITUTION _____

FINANCIAL INSTITUTION CITY AND STATE_____

PRINT NAME _____

SIGNATURE_____

If available, please include a voided check for verification of all financial institution information.