

Subject: [CCCTreasurers] Payroll ACH Withdrawal or Credit Balance on Account

From: Mayra Thompson <mthompson@cccda.org>

Date: 6/23/2013 10:38 AM

To: ccctreasurers@mail.cccsda.org

CC: Keith Scott <kscott@cccda.org>, Bonnie Moseley <bmosley@cccda.org>, Ron Rasmussen <rrasmussen@cccda.org>

Dear Church Treasurers,

It is time to start working on the **ACH Withdrawal process for the payroll conversion on July 1, 2013.**

To set up the ACH process at the conference office the following **information** will be **needed** from each church **by June 30:**

1. A completed ACH Withdrawal Authorization Form for the bank account from which the payroll funds will be withdrawn, and
2. A voided check for that same bank account.

Please mail these documents to the Accounting Department, Attention: Bonnie Moseley.

Churches that currently maintain a credit balance on their payroll account at the conference office, may continue to use that method to fund their payroll charges, instead of using the ACH Withdrawal option, providing the credit balance is large enough to cover the periodic payroll costs.

Should the credit balance fall below the amount needed for any one payroll, an ACH Authorization Form will be required, prior to processing the next payroll.

Please let us know if you have any questions.

Blessings,

Mayra R Thompson, MBA

Treasurer

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