



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

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### What Is PAR?

With Pre-Authorized Remittance (PAR), church offerings are given by an automatic monthly debit from individuals’ bank accounts. PAR is convenient for the donor and supplies a reliable income for the congregation.

### How to Sign Up

The United Church of Canada administers the program for congregations. You can sign up for PAR by contacting the PAR Coordinator (see page 2). No minimum number of givers is required, but most congregations find that the more people on the program, the more valuable and helpful PAR is.

Joining PAR is simple. Just send the PAR coordinator

- a change form (Additions 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 church cheque** 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 church cheque must be sent so the system can forward the collected monies to the church’s bank account. We 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 the congregation is 50¢ per person per month, up to a \$45 flat fee. There are no setup fees.

Individual donors are 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

The church 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.

The contact person

- lets people who have decided to use PAR know in which month the system will be implemented
- confirms with the United Church when PAR will begin for his/her congregation
- is the liaison with the United Church if problems or questions arise—PAR staff do not contact individual donors
- lets PAR staff know of any changes in donor information
- receives the monthly PAR statement

## Monthly Statement

Congregational accounts are credited on the 20th of the month for the total amount, less service charges. This amount shows up on the congregation's bank statement as a credit memo.

PAR staff mail a monthly PAR statement to the participating churches (see sample on page 3). This statement shows

- individual contributors for record-keeping and income tax receipt purposes—this information should be shared with the envelope steward
- 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 the church books as such
- any returned item (NSF, etc.) corrections from the previous month
- the total amount transferred to the church account(s)—the congregation's bank statement should be checked against the PAR statement to make sure the correct amount has been credited

PAR staff can also send the statement (without the monthly charge/NSF information) by e-mail if a congregation maintains its contributions on the Clavis, Genesis, or Church Assistant databases (other databases have adapted themselves to receive this information as well).

## NSF Items and Stop Payments

*It is the responsibility of the congregation to reimburse the United Church if any contributor's debit is not honoured by his/her bank (e.g., NSF, stop payment, etc.).*

The month after a returned item, the PAR statement will show that the amount of the item has been deducted from the credit to the congregation's bank account.

As soon as PAR staff receive information on returned items, a letter is sent to the appropriate congregation. This usually gives



the contact person in the pastoral charge 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 congregation's additions, changes, deletions, and other information for the system (see the sample on page 4).

Additions can be made by mail or fax. 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 church number.*

## Supplies

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

## 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 300  
Toronto, ON M8X 2Y4

Switchboard: 416-231-5931  
Fax: 416-231-3103  
E-mail: [par@united-church.ca](mailto:par@united-church.ca)



## The United Church of Canada

Pre-Authorized Remittances  
1011111 Sample United Church

Date: Nov. 2, 2005  
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Env. #	Name	Ref. #	General \$	M&S \$	Other \$	Total Deposit
<b>Contributors</b>						
	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
			<b>\$470.00</b>	<b>\$212.00</b>	<b>\$110.00</b>	<b>\$792.00</b>
<b>Removed Members (Awaiting Instruction)</b>						
99	Harrison, M.	1523749	55.00	0.00		0.00
123	Doe, John & Jean	1523750	125.00	125.00		0.00
<b>NSF Cheques Returned (Last Month)</b>						
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)
					<b>Grand Total</b>	<b>\$657.00</b>
					Service Charge: 8 contributors x \$0.50	\$4.00
					<b>Total Transferred to Church Account(s)</b>	<b>\$653.00</b>

**Note:**

Congregational number and Contributor reference number are assigned by the PAR Coordinator. Contributors are ordered by envelope number, if there is one. If not, they are ordered alphabetically by last name.

# PAR Changes/Information Sheet

Congregation: \_\_\_\_\_

Congregation 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Congregational Contact Signature and Phone Number: \_\_\_\_\_

\_\_\_\_\_



The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c. 5).