

DONOR AUTHORIZATION FOR ACH PAYMENT FULLER CENTER FOR HOUSING NWLA

Donor Contact Information:

Name:	
Address:	
Phone:	
Email:	

Donation Information:

Total Amount Pledged \$ _____

To be paid (please check) _____ **Monthly** (First pmt August 15th – last pmt July 15th
for a total of 11 equal payments)
 _____ **Quarterly** (Four equal pmts on August 15th,
December 15th, March 15th, July 15th)
 _____ **Other** (Donor may choose to make a one-time or
a semi-annual payment or may designate
a date that corresponds to their payroll)

Pledge payments will begin in August. Pledge payment schedule will end on July 31.

Bank Information:

(Sample of typical bank information is provided on next page of this form AND donor's blank voided check is REQUIRED. If donor wishes to use their savings account for payments, the following bank information would be required.)

Name of Bank:	
Bank Routing Number:	
Donor's Bank Account Number:	

Authorization Information:

Donor's signature _____ **Date** _____

**This form can be faxed or emailed to:
Attn: Finance Department
Fuller Center for Housing of Northwest Louisiana
P.O. Box 3173
Shreveport, LA 71108
Phone: 318.865.1237 Fax: 318.865.1239
Email: ljeter@fullercenternwla.org**

(See Questions & Answers on how to properly complete the form on next page)

Q. How do I locate my bank routing number and checking account number?

A. You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. Make sure you are using a check and **NOT** a deposit slip, since the numbers may not be the same. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number. You can find your Account Number through the process of elimination. It may be helpful to write the string of numbers down on a piece of paper first. When writing out your bank numbers, ignore any special characters that may look like this:



Step 1: Find your Bank Routing Number

The first 9 numbers from the left at the bottom of your check are your Bank Routing Number. This number is always 9 digits. Circle these 9 digits.

TIP: Find the special characters shown at right. The **Bank Routing Number** is between these characters



Step 2: Find the Check Number

Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner. This number is usually 4 digits, and may include a zero as the first digit. Draw a line through these digits.

Step 3: Identify the remaining numbers

The numbers that are left - those that are neither the Bank Routing Number nor the Check Number - are your Account Number.

NOTE: If you notice extra zeroes before or after your account number, please include them as part of your account number.

TIP: Find the special character shown at right. Your **Account Number** is directly to the left of this character.



A.B.A Routing Numbers Example

