



*To live the Gospel of Jesus Christ and to be God's love with our neighbors in all places.*

January 1, 2018

To Whom It May Concern:

It is our pleasure to inform you that the UNY Annual Conference of the UMC has developed an automatic ACH withdrawal platform. This system will directly transfer from your church's checking account to the Conference to pay your monthly statement which includes Ministry Shares, Direct Bills and Pension & Health Benefit payments.

Utilizing this method of payment allows The UNY Annual Conference of the UMC to withdraw monies for your monthly bill payments at no cost to the church. Once the Finance Dept. receives all necessary authorization and account information, we can start the ACH at any time. If the monthly amount is the same each month, you can either do a onetime authorization for the entire year or send a monthly authorization for each payment. In the event that a change needs to be made to the ACH or additional monies need to be added (for example – Special Sunday offering, increases/decreases to insurance, etc.), then the Treasurer can contact Trina Obrist in the Finance Dept. of the Conference Office to adjust the ACH for that current month.

The ACH will be submitted by the Conference Office for monies to be drawn on the 24<sup>th</sup> of each month. If the 24<sup>th</sup> falls on a weekend or holiday, the ACH will then be taken on the following business day.

If there are any changes to Bank Account information, Account Authorizations or Treasurer, the Conference Finance Office should be contacted immediately.

If you need further information, please contact Trina Obrist in the Finance Dept. by calling (315) 898-2006 or by email at [TrinaObrist@unyumc.org](mailto:TrinaObrist@unyumc.org).

Sincerely,

UNYACUMC Finance Dept.