



### St. James Scrip Authorization for Electronic Funds Transfer (EFT)

St. James now offers the convenience of electronic bank draft for the purchase of Scrip. This means that you can now purchase scrip without cash or your checkbook. Simply complete this authorization form, and each time you purchase scrip, you complete a short payment voucher. Payment will be drafted from your checking or savings account electronically during the following week.

Date \_\_\_\_\_

I authorize St. James to perform an electronic funds transfer from my bank account as indicated. At the time of purchase, I will complete a payment voucher authorizing the withdrawal in the amount of my purchase.

Name on Bank Account: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Account Type:  Checking  Savings Please attach voided check or deposit slip

Bank Routing Number: (9 Characters) \_\_\_\_\_

Account Number: \_\_\_\_\_

**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.

**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.

