



Orthodox Presbyterian Church  
607 Easton Road, Building E  
Willow Grove, PA 19090-2539  
215-830-0900

## 2026 EMPLOYEE 403(b) Retirement Plan Contribution Form

This Agreement governs ACH transactions initiated by the Orthodox Presbyterian Church, to credit or charge the Church named below. Both parties agree to be bound by NACHA Operating Rules as they pertain to all ACH transactions initiated by the Orthodox Presbyterian Church, that credit or debit the Church's bank account listed below and acknowledge that the origination of ACH transactions to the listed account must comply with provisions of U.S. law. This Agreement provides authorization for individual or recurring CCD transactions to be initiated by the Orthodox Presbyterian Church when authorized as designated below. **This Agreement will remain in effect until December 31, 2026, or until Church submits updated information or cancels it in writing, whichever is earlier.** Both parties agree that this Agreement constitutes authorization to debit Church's business bank account, and Church agrees not to dispute any debits with its bank provided the transaction(s) correspond to the terms indicated in this Agreement.

Church Name: \_\_\_\_\_ Minister Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Minister Email: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_ Treasurer Name: \_\_\_\_\_  
Treasurer Email: \_\_\_\_\_

**Please note the dollar amount to be withdrawn each month in the table below.** *Employee Contributions will be debited on the 20<sup>th</sup> of each month, or the first business day before the 20<sup>th</sup>, should the 20<sup>th</sup> fall on a weekend or bank holiday.*

**Please check one:** ☐ Setting Up Contributions OR ☐ Updating Existing Contribution

January:	\$	February:	\$	March:	\$
April:	\$	May:	\$	June:	\$
July:	\$	August:	\$	September:	\$
October:	\$	November:	\$	December:	\$
<b>Total Contribution for the Year: \$</b>					

**If your bank account information has NOT changed, please leave this section blank.**

For new participants or accounts that have changed, please complete.

Church's Name on Account: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
\_\_\_\_\_ Bank City/State: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

**I Authorize the Orthodox Presbyterian Church to initiate ACH Debits and Credits to the bank account indicated above, provided each transaction is initiated according to the terms of this Agreement.**

Treasurer Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I am an authorized representative of the Church indicated above and that I have the authority to enter into this Agreement on the Church's behalf. **Church understands that this authorization will remain in effect until December 31, 2026, or until Church submits updated information or authorization is canceled in writing, whichever is earlier, and agrees to notify the Orthodox Presbyterian Church in writing at least 15 days in advance of any changes to account information or termination of this authorization.** Church understands that because these are electronic transactions, these funds may be withdrawn from its account as soon as the date an individual transaction is authorized, and that it will have limited time to report and dispute errors. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF), Church understands that the Orthodox Presbyterian Church may at its discretion attempt to process the charge again within 30 days and agrees to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized payment. Church has certified that the above business bank account is enabled for ACH transactions and agrees to reimburse the Orthodox Presbyterian Church for all penalties and fees incurred as a result of Church's bank(s) rejecting ACH debits or credits as a result of the account(s) not being properly configured for ACH transactions. Church acknowledges that the origination of ACH transactions to its account(s) must comply with the provisions of U.S. law.