

CAFT (Auto Donation System)

Also sometimes called Pre-authorized Debit (PAD)

The Marquis Project has used this system for many years as a safe, reliable method to streamline receiving donations from members and supporters who prefer to have an automatic debit from a bank account once a month.

Monthly donations can be as little as \$5 which would work out to \$60 a year, the equivalent of a family membership. Marquis supporters currently using this system give amounts ranging from \$10 to \$50 per month.

Setting up the pre-authorized debit is a quite straightforward process. The donor (Payor) completes the Payor's PAD Agreement Form and mails it (regular mail P.O. Box 50045 Brandon, MB. R7A 7E4) or scans and e-mails it (E-mail: marquis@marquisproject.com) in to Marquis and the monthly donation is set up.

When sending in the form the donor can attach a voided cheque which has the account numbers and transit codes. If no cheque is available the account codes for the Institution, Branch ID and Account number can be obtained from the donor's bank and filled in on the PAD Agreement Form. The donor's bank can also assist in completing the form if help is needed.

In the agreement form the donor specifies the "fixed" monthly amount they would like to donate. (Examples: \$10, \$25 etc.). Donations are debited on the 1st business day of each month.

For the form note:

The CPA Transaction type is: **4 | 8 | 0**

The Payment Type is: **Personal PAD**

The Date is monthly beginning: enter the first day of the first month when the donation is to start. i.e. Oct 1, 20xx

Donors are assured that they are, in no way, making any long term commitment or contract by completing this form. The agreement may be cancelled by notifying Marquis in writing (mail or e-mail) at any time.

The account holder(s) sign once in the Authorization area. No other signatures are needed.

The monthly donations are tracked and a summary charitable receipt for the total annual donation is issued for income tax purposes in January every year.

Thank you for your contributions

David Gamey, Member
Marquis Board of Directors