



**ST. EDWARD
HIGH SCHOOL**
SPONSORED BY THE BROTHERS OF HOLY CROSS

RECURRING GIFT

AN EASIER WAY TO MAKE YOUR ANNUAL FUND
GIFT TO ST. EDWARD HIGH SCHOOL

Why Make A Recurring Gift?

Ease & Convenience — Recurring gifts are withdrawn from your checking account or charged automatically to your credit card at a frequency chosen by you, until you elect to cancel your participation.

Impact — By reducing postage and mailing costs, recurring gifts enable St. Edward High School to spend less on overhead and direct more funds for our Edsmen.

The Difference — Spreading your support over time is easier on your budget and ensures ongoing, reliable revenue to support the school's mission.

What Payment Options Can Be Used?

Gifts can be made through your checking account (ACH) or credit card payments are processed on or around the 25th of each month. We accept Visa, MasterCard, American Express and Discover.

Is A Recurring Gift Secure?

Yes! St. Edward High School is PCI compliant and stores only enough of your credit card and checking account information to complete each transaction.

How Do I Set Up A Recurring Gift?

Complete the form below for either credit card or ACH payments and return it to the Institutional Advancement Office at St. Edward High School.

When Will I Receive A Receipt?

You will receive one consolidated receipt for your recurring gift. Receipts are sent out in January for gifts made the previous calendar year.

What Happens If I Have An Updated Account Or Credit Card Or I Want To Modify My Gift?

If you change your checking account or credit card, please submit a new form or call Cathy Milowicki, Database and Donor Services Manager, at 216.221.3776, ext. 281.

To begin your recurring gift, simply complete this authorization form, attach a **voided check*** (if paying through your checking account) and return it to the following address:

St. Edward High School
Institutional Advancement Office
13500 Detroit Avenue
Lakewood, OH 44107

*If you prefer, a photocopy of a **voided check** can be used for account verification.

Name _____

Class Year _____

Address _____

City/State/Zip _____

Cell Phone _____ Email _____

Until further notice, I authorize St. Edward High School to charge/deduct from my account as follows:

Amount \$_____ on the 25th of the month

Frequency: ___Monthly ___Quarterly ___Annually

Signature _____

Date _____

_____ ACH (**Voided check** attached)

_____ Credit Card

___Visa ___AMEX ___MasterCard ___Discover

Acct # _____

Exp Date _____