

Instructions for completing the Pre-Authorized Payment (PAP) Form

Section A:

PAC Amount: *Enter the monthly deduction amount. For example, enter \$12.50 for one scholarship.*

Loan #: *Leave blank.*

Section B:

Loan Number/Account Type: *Leave blank.*

Amount: *Enter the same monthly amount entered in Section A.*

Start Date: *This is the start day of the first monthly deduction. Enter a future date which is about 3-4 weeks from the date you are mailing this application to the SLCSF Treasurer.*

For example, if you are planning to mail the application (with a VOID check) on April 20, 2009, enter the "start date" as May 15, 2009. This will give enough time for the SLCSF Treasurer to receive your application and forward it to the bank. Bank needs about 2 weeks to process the application, prior to the "start date".

End Date: *You may leave this blank. By doing so, you will be automatically sponsoring new scholarships once in every 2 years. You may stop monthly contributions any time, by completing Section C and sending this form to the SLCSF Treasurer.*

If you prefer to enter an "End Date", enter a date 24 months after the "Start Date".

Sections C, D, E, F & G: *Leave completely blank for new contribution applications.*

Section H:

Member/Client Signature: *Your signature is essential.*

Staff Name and Date Sent: *Leave blank.*

*Please don't forget to **attach** an unsigned **blank check marked as VOID** across the check to the PAP application.*