



## FLORIDA STATE UNIVERSITY FOUNDATION

### Frequently Asked Questions

◆> How does the pre-approved gift transfer work?

The electronic gift transfer program works in cooperation with your bank and is similar to automatic teller machines, direct deposit of payroll, Social Security checks, pay-by-phone and other electronic banking services you've already experienced. The transaction is completed without paper handling.

◆> How do I get started on the program?

Simply complete an authorization form indicating your desire to participate in the electronic gift transfer program. You will select the amount of transfer and either the first or the 15th for the monthly transaction date.

◆> What happens if I move from city to city during this period?

The program is processed through the Federal Reserve System, so your location is not a concern.

◆> What happens if I change banks?

To ensure that your gift continues without interruption, simply print a new authorization form and send it to the FSU Foundation with the updated information. If you prefer, you may call the Foundation at (850) 644-6000 to request that we send you a new form.

◆> Can more money be taken from my account than I have authorized?

Absolutely not. Electronic gift transfers, like all banking transactions, are regulated by federal agencies. You designate the amount and frequency of the transactions.

➤ How do I know if my gift is going to the designated recipient?

Your gift payment is itemized on your checking account statement each month, showing the date, the recipient (in this case, FSU Foundation), and amount.

➤ What if I want to change the amount of my gift?

Print a new authorization form, fill it out, and send the newly authorized amount by mail. If you prefer, you may call the FSU Foundation at (850) 644-6000 to request a new form. For your security, we cannot process changes online, by email or by phone.

➤ Must I notify the bank each month of my intention to make a donation?

No. Your bank automatically sends your gift directly to Florida State University on the date you select.

➤ Is there a minimum amount that I must give through the Electronic Gift Transfer program?

Yes. You must sign up for a minimum gift of \$10 per month. Of course, you may also make gifts of larger amounts on a monthly basis.

➤ Why does Florida State recommend this program?

In addition to the convenience to you, this plan eliminates costs the University otherwise would expend on pledge reminders, postage and other administrative details. It puts your gift to Florida State to work faster and more easily.

Complete the form and make your gift.

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