

# Unitarian Church of Harrisburg

## Grocery Gift Card Auto Pay Purchase Program

### What is the Grocery Card Gift Card Auto Pay method of purchase?

With the AutoPay method of purchase, you simply fill out a *Get Started Order Form* and set up automatic payments through your banking institution to pay for your cards. For those of you using Vanco for your pledge payments online, you can use their system as well for your gift cards. Your cards are automatically sent to you on your requested delivery dates. Using the auto pay program you won't need to complete or mail in an order form, write a check, or use a stamp. The Church earns 10% for every Giant card sold, and 5% for every Weis and Karns card sold.

### Who will this method of purchase work well for?

This method of purchase will work well if you are someone who:

1. Regularly orders set amounts on set monthly dates and generally does not change your order more than 2x per year.
2. Is willing and able to email [tavia@harrisburguu.org](mailto:tavia@harrisburguu.org) at least 7 days in advance of starting, changing, or stopping your automatic check or automatic purchase

### How do I begin to participate in the Auto Pay Purchase Program?

1. Fill out a Get Started Order Form and indicate that you wish to be placed in the Auto Pay program.
2. Login to your bank, credit union, or Vanco website and set up automatic check payment. For mailings on the 5<sup>th</sup>, the payment date should be the 5<sup>th</sup> or 6<sup>th</sup> of each month. For mailings on the 20<sup>th</sup>, the payment date should be the 20<sup>th</sup> or 21<sup>st</sup> of each month.
  - Checks should be payable to **Unitarian Church of Harrisburg with "Gift Card" noted on the memo line.**
  - To ensure that automatic pledge payments and gift card payments are credited properly, the address to send checks for GIFT CARD PURCHASES is:

Unitarian Church of Harrisburg  
1280 Clover Lane  
Harrisburg, PA 17113

3. Cards will be mailed to you on the requested date(s). The mailing will include a cover sheet that shows what cards are enclosed and will show a zero balance because you are on auto pay.

As long as your payments are made promptly, cards will continue to be sent until you email a request to change or stop your participation.

### Questions?

Call the UCH office at 717-564-4761 or email [tavia@harrisburguu.org](mailto:tavia@harrisburguu.org)