



**NOTICE OF PLEDGE PAYMENT  
BY PAYROLL DEDUCTION**

*(This form is available on St. Mark's web site, www.stmarks.net.)*

To arrange to pay your pledge via an automatic payroll deduction, please contact your employer. Your employer will deduct whatever amount you specify from each payroll check (or every other payroll check) and deposit it into St. Mark's bank account on your behalf until you notify your employer to stop these deductions.

Please ask your employer to deposit your deductions in the following account:  
St. Mark's Parish Account # 1 001 2734  
National Capitol Bank, 316 Pennsylvania Ave. SE, Washington, DC 20003  
routing # 054000056

Please notify St. Mark's of the arrangements you make with your employer by completing the following and returning it to Susan Block, the Parish Administrator, by mail (118-3<sup>rd</sup> St. S.E. Washington, D.C. 20003) or by fax (202-546-3695).

*Please note that if you do not notify St. Mark's of your payroll deduction, there will be no way to identify your donation when it is deposited into St. Mark's bank account.*

(Name) \_\_\_\_\_ Contribution # \_\_\_\_\_

(Address) \_\_\_\_\_

(Phone numbers) \_\_\_\_\_

This is to inform you that I have asked my employer (name of employer) \_\_\_\_\_

(check one)

- to deduct \$ \_\_\_\_\_ from my paycheck every month
- to make two deductions per month in the amount of \$ \_\_\_\_\_ and \$ \_\_\_\_\_
- to deduct \$ \_\_\_\_\_ from my paycheck biweekly

and to deposit this money into:

St. Mark's Parish Account # 1 001 2734  
National Capitol Bank, 316 Pennsylvania Ave. SE, Washington, DC 20003  
routing # 054000056

The deposits will be transferred (check one) \_\_\_ by my employer \_\_\_ by \_\_\_\_\_  
please print name of payroll company

The first deposit should occur on (date) \_\_\_\_\_ and the deposits will continue, in the same amount(s), until I notify you, in writing, that the amounts have changed or that I have discontinued the payroll deduction. Please credit these deposits towards my Pledge for the calendar year in which the deposits are received.

(Signature) \_\_\_\_\_ (Date ) \_\_\_\_\_

**If you have any questions about the above, please call:  
Susan Block, the Parish Administrator, at 202-543-0053 ext 305**