

**EASY METHODS TO ARRANGE FOR AUTOMATIC WEEKLY/ MONTHLY
DONATIONS TO ST. MARGARET MARY PARISH**

METHOD ONE: If you are already paying household bills online through your checking account or credit card, you could simply set up an automatic payment of your Sunday donation by having payments sent to:

**St. Margaret Mary Parish
P.O. Box 386
Westwood, Ma. 02090-0386**

METHOD TWO: if you prefer, you could take advantage of a web site specifically set up to handle automatic giving to St. Margaret Mary's by following these steps:

- a. Log on to www.parishpay.com
- b. Type in the Westwood Zip Code – 02090 under “Already know where to give” menu on left side of screen.
- c. “St. Margaret Mary” will pop up on the next screen – click on “Proceed to Step 2”
- d. Fill in the amount you want to contribute on a monthly basis to St. Margaret Mary's computed as follows:
Normal weekly donation \$ ____ x 52 weeks divided by 12 =
Monthly donation. Then click on “Proceed to Step 3”.
- e. Complete this screen as follows:
 1. Fill out name, street address, e-mail address, a user name and password.
 2. Choose the type of transfer you would like to set up; transfer from a checking or savings account or a credit card debit.
 3. Based on your method of payment, fill out the bank account routing number, account number or credit card details.
 4. Click on “Proceed to Step 4”
- f. Review the information on this screen to make sure it is accurate, then click “Process my Donation”

P.S. Please be sure to revisit the Parish Pay website or your own bank account on a periodic basis to consider an increase in your automatic giving.