



Fulfillment Service Enrollment Application

Please select the desired service or services:

- Fulfillment Service for Charitable Contribution Reports Fulfillment Service for Flex Statements

Site Number: _____ Email: _____ Phone: _____

Contact Name: _____

Church Name: _____

Address: _____

City: _____ State: _____ Zip: _____

How often are your Charitable Tax Reports processed? Monthly Quarterly Semi-annually Annually

List the month to process first file: _____

Give an approximation of the quantity of statements that are printed: _____

How often are your Flex Statements processed? Monthly Quarterly Semi-annually Annually

List the month to process first file: _____

Give an approximation of the quantity of statements that are printed: _____

Would you like to include the contributor's graph? Yes No

Please select your method of payment: ACH Transfer Credit Card*

**To ensure the security of credit card information, we ask that you contact the Fulfillment Service administrator directly.*

Authorized Signature Date

Printed Name

To complete the enrollment application process, please complete the following documentation and timely return with this form to ACS Technologies:

Application for Nonprofit Standard Mail Rates at Additional Mailing Office (PS Form 3623)

Attach a letter (*sample provided*) with this application showing the following:

- An official letterhead
- Signature of an organization official
- Statement of request for authorization to mail at the Nonprofit Standard Mail rates at an additional mailing office.

ACH Payment/ Credit Card Authorization Form

Please send all materials to:
ACS Technologies, Attn: Fulfillment Services, 180 Dunbarton Drive, Florence, SC 29501,
Fax 1-800-227-5990, or call 1-800-669-2509

Disclaimer: The ACS Technologies ftp site and the Laser Print Plus ftp site where the fulfillment files are uploaded, are confidential and secure environments, and are only used for the purposes outlined by the ACS Technologies Fulfillment Service.



Fulfillment Service Agreement

This agreement has been created to ensure that there are no misunderstandings between the Fulfillment Service subscriber and ACS Technologies. Because this process involves many entities, it is important that the process flow as smoothly as possible. Please carefully read each statement below and once you understand and agree, place a check in the box. Then, sign your name, enter the date, and then return it to ACS Technologies.

Site Number: _____ Email: _____

Contact Name: _____ Title: _____

Church Name: _____

- The fulfillment process has been outlined and explained fully. If there is a significant problem with my data or if the file I submit is the wrong format, I, the subscriber, am aware that my file will be dropped from the processing and once the data has been corrected it can be resubmitted for the next scheduled processing period.
- I, the subscriber, understand that if any of the addresses contained in the transmitted file are incomplete, those addresses will be excluded from that processing, and I will be notified via email from ACS Technologies of the those addresses. I, the subscriber, will then be responsible for correcting and processing any incomplete addresses at my location.
- I, the subscriber, agree to additional postage and processing charges applicable to Canada, Mexico, or other international addresses contained in the submitted file. I also understand that these charges will be collected using the ACH information I have authorized ACS Technologies to use and that I will receive notification of these subsequent charges.
- I, the subscriber, acknowledge that all information on submitted enrollment and authorization forms is accurate and true to the best of my knowledge. If any information submitted is found to be fraudulent I understand that my file will be dropped from the processing and will not be eligible for the next scheduled processing period until all information in question has been corrected and accepted by all parties involved.

Authorized Signature

Date

Please mail all materials to ACS Technologies, 180 Dunbarton Drive, Florence, SC 29501, or fax to 1-800-227-5990.



ACH Payment/Credit Card Authorization

The ACH Payment/Credit Card Authorization form requires a signature and must be mailed or faxed back before transactions can begin. If you choose not to include the ACH transfer information in the bottom portion of the form you may call this information in to us at 1-800-227-5990.

Site Number: _____ Email: _____ Phone: _____

Contact Name: _____

Church Name: _____

Address: _____

City: _____ State: _____ Zip: _____

As a duly authorized representative of _____, I hereby authorize ACS Technologies Group Inc. (ACS) to draft/charge our account for any payments related to Fulfillment Services for Statements, should they exist, and to continue to draft our account based on the frequency and quantity of statements being mailed, I will promptly notify ACS in writing of any changes to this agreement.

Authorized Signature

Date

Printed Name

Title

ACH TRANSFER INFORMATION	
Sender Financial Institution	
ABA # / Routing # (should be at least 9 digits)	_____
Name	_____
City/State/Zip	_____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Sender Information	
Account #	_____
Credit Card #	_____
Name	_____

Please mail all materials to ACS Technologies, 180 Dunbarton Drive, Florence, SC 29501, or fax to 1-800-227-5990.

Thank you for your interest in our new **Fulfillment Service for Flex Statements**. Below you will find requirements and frequently asked questions regarding this service.

Requirements:

- ACS 8.0 build 4 or higher must be loaded
- Preferred Client contract
- Current non-profit account with USPS (if not, mailings will be charged regular First-Class rates)
- If using Standard Mail, Form 3623 must be provided to ACS Technologies prior to your first mailing
- Internet connection

Frequently Asked Questions:

How do we get the information to you to send out?

Within the ACS program there is an option under Contribution Reports that says “Flex Statement Extract”. You will create an extract file based on the parameters you set on the setup tab. This creates a file that is saved on your system (as specified by you). Once created this file is uploaded to a special ACS Web site. Once all the files have been received, ACS will process them based on your specifications.

Do these statements look different from the ones ACS currently offers?

This service uses the Flex Statement form (green/yellow), which includes an area to print a contributor’s giving analysis graph in the bottom left-hand corner of the form.

How often can we send statements using this service?

You can send statements monthly, quarterly, semi-annually, and annually.

Note: If you are printing for a period other than annually, the graph will only show the current range being printed. For example, if you are printing statements for the second quarter, it will only graph amounts for April, May, and June. The other months will show zero.

How are the files processed?

Files uploaded to the Web site by the 5th business day of the month will be printed and mailed no later than the 10th business day of the month. Files uploaded to the Web site between the 6th and 12th business day of the month will be in the mail by the 18th day of the month. On the 6th and 13th business day we will ACH (auto draft) your specified checking account for payment for the service

How much does it cost?

Standard postage is \$.185* for each statement, plus a processing cost of \$.25 for each statement, with a total cost being \$.435. First-Class postage is \$.382* for each statement, plus a processing cost of \$.25 for each statement, with a total cost being \$.632 each. This price includes forms, envelopes, printing, stuffing, postage, and mailing.

**International and APO/FPO addresses will be extracted from the mailing list and will be returned to you for processing.*

If after a run has been processed and we find that data is missing, will there be a charge for reruns?

What is the cost?

If the data was wrong or incomplete before the extract was run, then we would charge for the rerun, however, we will work with you to determine the most cost effective way to do this. If the error happened after the extract was run and uploaded for processing, we would rerun these at no charge.

How is this going to save us money?

To determine an accurate comparison of cost savings, consider the following: How much do you pay for materials (statement cost + envelopes), how much do you pay on average for postage, and how much does your labor cost to process (print, stuff, and sort)? With the Fulfillment Service there is no inventory, no time spent printing, sorting, stuffing envelopes, finding volunteers, and no more dragging heavy bins or bags to the post office!

Thank you for your interest in our new **Fulfillment Service for Charitable Contribution Reports**. Below you will find requirements and frequently asked questions regarding this service.

Requirements:

- ACS 8.0 build 4 or higher must be loaded
- Preferred Client contract
- Current non-profit account with USPS (if not, mailings will be charged regular First-Class rates)
- If using Standard Mail, Form 3623 must be provided to ACS Technologies prior to your first mailing
- Internet connection

Frequently Asked Questions:

How do we get the information to you to send out?

Within the ACS program there is an option under Contribution Reports that says “Charitable Contribution Extract”. You will create an extract file based on the parameters you set on the setup tab. This creates a file that is saved on your system (as specified by you). Once created this file is uploaded to a special ACS Web site. Once all the files have been received, ACS will process them based on your specifications.

Do these statements look different from the ones ACS currently offers?

This service uses the Charitable Contribution Report (blue/burgundy).

How often can we send statements using this service?

The Charitable Contribution Report was designed specifically to be sent annually but can be sent anytime.

How are the files processed?

Files uploaded to the Web site by the 5th business day of the month will be printed and mailed no later than the 10th business day of the month. Files uploaded to the Web site between the 6th and 12th business day of the month will be in the mail by the 18th day of the month. On the 6th and 13th business day we will ACH (auto draft) your specified checking account for payment for the service

How much does it cost?

Postage is \$.185* for Standard Mail and \$.382 for First Class Mail for each statement. Because the Charitable Contribution Report can have multiple pages, the processing cost could involve more than one rate. The first page is \$.25 with each subsequent pages being \$.15 per page. For example, if you have a contributor that has a 3-page report, the cost would be \$.185 (if mailed at the Standard Mail rate) for postage + \$.25 for the 1st page + \$.30 (\$.15 for the 2nd page and \$.15 for the 3rd page) with a total for that contributor’s statement being \$.735 each. This price includes forms, envelopes, printing, stuffing, postage, and mailing.

**International and APO/FPO addresses will be extracted from the mailing list and will be returned to you for processing.*

If after a run has been processed and we find that data is missing, will there be a charge for reruns? What is the cost?

If the data was wrong or incomplete before the extract was run, then we would charge for the rerun, however, we will work with you to determine the most cost effective way to do this. If the error happened after the extract was run and uploaded for processing, we would rerun these at no charge.

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F aith Community Church

180 Dunbarton Drive
Florence, SC 29501
843. 662.1681

January 25, 2010

United States Postal Service
Nonprofit Service Center
PO Box 3623
Memphis, TN 12456-8127

To Whom It May Concern:

I am requesting authorization to mail at the Nonprofit Standard Mail Rates at an additional mailing office.

Thank you,

Debbie Richardson

Debbie Richardson
Business Administrator

Sample Letter of Request

God is our refuge and strength.