



# Salem-South Lyon District Library

## Sustaining Gift

Announcing an easier way  
to make your gift to  
Salem-South Lyon District Library

### Why make a Sustaining Gift?

The ease and convenience—Sustaining gifts are charged automatically to your account each month (until you tell us to stop).

The impact—By reducing postage and mailing costs, recurring gifts enable Salem-South Lyon District Library to spend less on overhead, directing more money toward the programs you support. The difference—Spreading your support over time is easier on your budget and ensures ongoing, reliable revenue for the programs that are important to you.

### What Payment options can be used?

Gifts can be made through your checking account (ACH) or credit card. We accept Visa, MasterCard, American Express and Discover.

### Is a Sustaining Gift reliable?

Yes, it is safe and secure. The Salem-South Lyon District Library stores only enough of your credit card information to complete each transaction.

### How do I set up a recurring gift?

Complete the form below with your signature for either credit card or ACH payments and return it to Salem-South Lyon District Library.

### When will I receive a receipt?

You will receive one consolidated receipt for your sustaining gifts. Receipts are sent out in late January for gifts made the previous year.

### What happens if I have an updated account or credit card or I want to modify my gift?

If you change your checking account or credit card please submit a new form. Please call us at 248-437-6431x207 if you wish to change accounts or cancel your participation.

To begin your sustaining gift, simply complete this authorization form, attach a **\*voided** check (if paying through your checking account) and return it to the following address:

Salem-South Lyon District Library  
9800 Pontiac Trail  
South Lyon, MI 48178

\*If you prefer a photocopy of a **voided** check can be used for account verification.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email \_\_\_\_\_

Please designate my gift to Salem-South Lyon District Library

Until further notice, I authorize the Salem-South Lyon District Library to charge/deduct from my account as follows: Amount \$ \_\_\_\_\_ each installment

Frequency  Monthly  Quarterly  Annual

Signature \_\_\_\_\_

Date \_\_\_\_\_

ACH (**Voided** check attached)

Credit Card

VISA  AMEX  MasterCard  Discover

Acct # \_\_\_\_\_

Exp Date \_\_\_\_\_

3-Digits (on back) \_\_\_\_\_

Zip Code \_\_\_\_\_