

BETHEL CHECK REQUEST

Step 1: Please complete following:

Bethel Lutheran Church 2077 N. Frederick Pike Winchester, VA 22603	Date: _____
Pay to the Order of: _____	Amount \$ _____
Memo: What account are funds to be Withdrawn from? _____	Signature: _____
*See reverse side	Print Name: _____

Step 2: If questions about this request, who can we contact?

Name: _____

Phone: _____

Email: _____

Step 3: What do you want done with the check?

Mail to: _____

Hold in Office for pick up by: _____

Other: _____

Do you need copy of your backup returned with check? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you would like to donate this expense to Bethel: On the back of the check, endorse as "Payable to Bethel" and place in the offering or return to the office. This allows us to capture the expense and allows you to get the donation as well.

- **Step 4: For multiple accounts or further explanation, please complete the following:**

Account	Items/Description	Amount

Total Amount of Check \$ _____

(Equal to amount in Step 1)