



## How to Set Up a Recurring Monthly Gift

### Recurring Credit Card Gift

This can be set up on Biola's giving site at [connect.biola.edu](https://connect.biola.edu).

- Fill out the amount of your monthly gift
- Choose a designation (the fund you want your donation to go towards)
- Select "Recurring gift"
- Choose frequency (credit card charges on the 15th or 30th of the month) and indicate starting date
- Enter credit card information

You can also set up a recurring credit card gift by calling Advancement Services and providing the information over the phone at **1 (800) 632-4652**.

### ACH (Automatic Deduction from Checking Account)

Send a voided check to:

Biola University  
P.O. Box 3760  
La Mirada, CA 90637-3760

Include the following information:

- The amount you authorize to have deducted each month
- Date you want the deduction made (either 3rd or 18th of the month)
- Designated fund

### Biola's Payroll Deduction Program

This is available to Biola University employees.

Contact Biola's Accounting Department ([payroll@biola.edu](mailto:payroll@biola.edu)) to let them know you would like to make a monthly donation to Biola from your paycheck. They will set up the recurring deduction from each paycheck for the amount you choose.

*By setting up a recurring monthly gift, you will be part of our monthly giving program, The Fount.*

*As a monthly donor, rather than receiving monthly receipts and gift acknowledgements, you will receive quarterly emails with stories about your giving's impact and a year-end giving statement.*