DIOCESE OF GRAND RAPIDS

DEPOSIT AND LOAN PROGRAM PROCEDURES
(effective December 1, 2006, revised 9/26/19)
Deposit and Loan Program Procedures
Overview

Effective December 1, 2006, the administration of the Deposit and Loan Program will be assumed by the Diocese of Grand Rapids; the Custodial Agreement with Huntington Bank has been terminated. All correspondence, requests, deposits and loan payments should be directed to the Diocese as indicated within this procedures manual. Please note that account numbers will remain unchanged.

The individuals to contact for Deposit and Loan Program matters are:

Primary contact:
Kevin Simon, Comptroller
Diocese of Grand Rapids
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

(616) 243-0491
(616) 475-1253 (direct line)
(616) 551-5627 (fax line)
E-mail: ksimon@grdiocese.org

Alternate contact:
Michael Lown, Chief Financial Officer
Diocese of Grand Rapids
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

(616) 243-0491
(616) 475-1247 (direct line)
(616) 551-5635 (fax line)
E-mail: mlown@grdiocese.org

Finance Office Secretary:
Cheryl Copenhagen
Diocese of Grand Rapids
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

(616) 243-0491
(616) 245-3047 (direct line)
(616) 551-5636 (fax line)
E-mail: ccopenhagen@grdiocese.org
Deposit Accounts

Available accounts/account #s
A main account and sub accounts are available. For example:

Account # xx-xxx-00 (main account)
Account # xx-xxx-02 (building campaign account)
Account # xx-xxx-03 (clubs/boosters account)

Sub account #s greater than “03” are given a title as determined by the parish.

Deposit procedures
Deposits should be made using the transmittal form at page 5; please transcribe the form onto parish stationery. Checks should be made payable to "Diocese of Grand Rapids” and the “memo” portion of the check should indicate “Deposit and Loan Program.” Deposits should be sent to:

Diocese of Grand Rapids
Deposit and Loan Program
Attention: Finance Office
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

Withdrawal procedures
Funds may be withdrawn at any time upon the written request of the pastor (via letter, fax or e-mail attachment) to Kevin Simon (primary contact) or Ed Carey (alternate contact) in the Diocese Finance Office. Please use the withdrawal request form at page 6 and transcribe it onto parish stationery. While the Program's bylaws state that parishes may request withdrawals upon 2-7 business days' notice, every effort will be made to process the withdrawal by the next business day.

Withdrawal option #1
A check will be sent to the parish.

Withdrawal option #2
Parishes may elect to have the funds transferred electronically, via ACH processing for next business day credit to the parish bank account. Please contact your bank for the appropriate bank routing number used for ACH transfers. Provide the routing number and the parish checking account number on the withdrawal request form and attach a copy of a voided check for this account.

Statements
Statements are sent monthly.
Loan Accounts

Loan Disbursements
Loan disbursements for approved construction projects will be sent at any time upon the written request of the pastor (via letter, fax or e-mail attachment) to Kevin Simon (primary contact) or Ed Carey (alternate contact) in the Diocese Finance Office. Please use the loan disbursement request form at page 7 and transcribe it onto parish stationery. Every effort will be made to process the loan disbursement by the next business day.

Parishes may elect to have the funds transferred electronically, via ACH processing for next business day credit to the parish bank account. Please contact your bank for the appropriate bank routing number used for ACH transfers. Provide the routing number and the parish checking account number on the withdrawal request form and attach a copy of a voided check for this account.

Loan payments
A supply of loan payment coupons will be provided to the parish by the Program (also see note below). Checks should be made payable to ”Diocese of Grand Rapids” and the “memo” portion of the check should indicate “Deposit and Loan Program.”

The check and loan payment coupon should be sent to:

    Diocese of Grand Rapids
    Deposit and Loan Program
    Attention: Finance Office
    360 Division Ave. S., Ste. 3A
    Grand Rapids, MI 49503

Note – After the December 1, 2006 transition date, for the time being, please continue using the loan payment coupons previously provided by Huntington Bank and include the coupon when mailing your payment to the Deposit and Loan Program. In due course, loan payment coupons will be reissued by the Deposit and Loan Program and provided to the parishes.

Loan payment option #1
Payments may be made by mail.

Loan payment option #2
Parishes may elect to have the funds withdrawn from one of their Deposit and Loan Program savings accounts.
Date

Diocese of Grand Rapids
Deposit and Loan Program
Attention: Finance Office
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

Reference: Deposit and Loan Program

Main Account Number: ___________

Please process a DEPOSIT to the account indicated below:

<table>
<thead>
<tr>
<th>Amount</th>
<th>New Account?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Account</td>
<td>$____</td>
</tr>
<tr>
<td>Sub accounts (indicate title if new account):</td>
<td></td>
</tr>
<tr>
<td>02 - Parish Building Campaign</td>
<td>$____</td>
</tr>
<tr>
<td>03 - Clubs/Boosters</td>
<td>$____</td>
</tr>
<tr>
<td>04 - Miscellaneous</td>
<td>$____</td>
</tr>
<tr>
<td>05 - Miscellaneous</td>
<td>$____</td>
</tr>
<tr>
<td>06 - Miscellaneous</td>
<td>$____</td>
</tr>
<tr>
<td>07 - Miscellaneous</td>
<td>$____</td>
</tr>
<tr>
<td>08 - Miscellaneous</td>
<td>$____</td>
</tr>
<tr>
<td>09 - Miscellaneous</td>
<td>$____</td>
</tr>
<tr>
<td>10 – Miscellaneous</td>
<td>$____</td>
</tr>
</tbody>
</table>

Sincerely,
(WITHDRAWAL REQUEST FORM - TO BE TRANSCRIBED ONTO PARISH STATIONERY)

Date

Diocese of Grand Rapids
Deposit and Loan Program
Attention: Finance Office
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

Reference: Deposit and Loan Program

Main Account Number: _____________

Please process a WITHDRAWAL from the account indicated below:

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Account</td>
</tr>
<tr>
<td>Sub account:</td>
</tr>
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<td>04 - Miscellaneous</td>
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<tr>
<td>09 - Miscellaneous</td>
</tr>
<tr>
<td>10 – Miscellaneous</td>
</tr>
</tbody>
</table>

Please transfer the funds electronically to the parish’s bank account indicated below (I have attached a copy of a voided check for this account):
Name of bank ______________________
Bank routing number ____________________
Checking account number ____________________
Sincerely,

(LOAN DISBURSEMENT REQUEST FORM -
TO BE TRANSCRIBED ONTO PARISH STATIONERY)

Date

Diocese of Grand Rapids
Deposit and Loan Program
Attention: Finance Office
360 Division Ave. S., Ste. 3A
Grand Rapids, MI 49503

Reference: Deposit and Loan Program

Please process a LOAN as indicated below:

Parish name: ________________________________

Amount: ________________________________

Please transfer the funds electronically to the parish’s bank account indicated below (I have attached a copy of a voided check for this account):

Name of bank ________________________________
Bank routing number ________________________________
Checking account number ________________________________

Please feel free to call me if you have any questions.

Sincerely,