

DISBURSEMENT



Texas District Church Extension Fund
7900 E US 290, Austin, TX 78724
Phone 1-888-951-1233
Fax 512-535-1605
TexasCEF.org
facebook.com/texascef

STEP 1: Customer Information

Congregation Name _____ City _____ Account Number _____
Type of Account: Building Fund Line of Credit Construction Loan Other Loan

STEP 2: Payee Information

Name _____ Taxpayer Identification Number _____

Address _____

City _____ State _____ Zip _____

Type of Transfer: (Check one) Mail Payee ACH Payee Wire Payee
 Congregation Congregation Congregation
Check amount \$ _____
(Attach invoice for Building Fund disbursements)

STEP 3: Budget Allocation (for Construction Loans only)

Construction \$ _____
Interest, Fees, Permits, etc. \$ _____
Contingency \$ _____
\$ _____
\$ _____
Total Amount \$ _____

Submit all bills with this form. This form must be filled out completely. Bills submitted for payment must:

- (a) be legible;
- (b) be approved by an authorized signature, as indicated on your Statement of Understanding;
- (c) indicate the budget item from which to be paid.

After receipt of an approved bill, our turnaround is usually less than 72 hours.

Bills may be mailed, faxed (512-535-1605) or e-mailed, as long as the requisite authorized signature is visible and the name, address and amounts are legible.

STEP 4: Authorization

I certify that the disbursement is being made for capital projects as described in the attached invoice or Budget Allocation (Step 3).

Authorized Signature _____ Date _____

Printed Name _____ Title _____

The mission of the Texas District Church Extension Fund is to extend God's Kingdom by boldly and responsibly assisting congregations to acquire land and buildings and by linking investors with congregations.