

DISBURSEMENT



Texas District Church Extension Fund
1221 Satellite View, Round Rock, TX 78665
Phone 1-888-951-1233
Fax 512-535-1605
TexasCEF.org
facebook.com/texascef

STEP 1: Customer Information

Congregation Name _____ City _____ Loan or Investment Number _____
Type of Investment: ☐ 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)
(Required for ACH) Last Four Digits of Bank Account on File: _____

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 _____

Through investments from Texas District LCMS congregations and their members, Church Extension Fund will be the preferred financial resources partner for district ministries focused on multiplying followers of Jesus.