



The presbytery approved discount plan for Per Capita payments

- 5% if paid in full by January 31
- 3% if paid quarterly
- 2% if paid monthly
- Major Credit Cards will be accepted (online payments)
- All discounts are to be taken off of the final payment

Payment Process

5% Annual Payment Discount

To receive the single pay annual discount, the per capita assessment amount must be paid in full, less the 5% discount, and received at the Presbytery finance office no later than January 31.

All payments received will be subject to verification by the Financial Secretary. The per capita due for your church will be adjusted to reflect the discount, payment and balance owed on all per capita reports.

3% Quarterly Payment Discount

To receive the quarterly payment discount, the per capita assessment amount must be paid in equal quarterly payments and received into the Presbytery finance office no later than the last business day of the first month of each quarter. The schedule that must be followed is as follows:

1st Quarter Payment – must be received into the finance office no later than **January 31**

2nd Quarter Payment – must be received into the finance office no later than **April 30**

3rd Quarter Payment – must be received into the finance office no later than **July 31**

4th Quarter Payment – must be received into the finance office no later than **October 31**

As an example – if the annual assessment is \$10,000, your quarterly payment should be \$2,500 per quarter beginning in January. If you have made all 4 payments January-October, then the 3% quarterly discount may be applied to your October payment. In this example, the discount of 3% on \$10,000 equals \$300, so your payment would be \$2,200 for October.

The quarterly payment schedule must be followed to receive the discount. The full discount may be applied to the final payment that is due in October.

2% Monthly Payment Discount

To receive the monthly payment discount, the full per capita assessment amount must be paid in equal monthly payments and received into the Presbytery finance office no later than the last business day of each month beginning in January.

The monthly payment schedule must be followed. The full discount may be applied to the final payment that is due in December.

As an example – if the annual assessment is \$12,000, your monthly payment should be \$1,000 per month beginning in January. If you have made all 11 payments January-November, then the 2% annual discount may be applied to your December payment. In this example, the discount of 2% on \$12,000 equals \$240, so your payment would be \$760 for December.

Should you have any questions, please contact the Presbytery's finance office.