



Recurring Gift Policy

Purpose

To define how recurring gifts will be processed and managed.

Policy Statements

1. Recurring gifts will be processed on the donor's credit card.
 - 1.1. The frequency option available to the donor is a monthly schedule.
 - 1.2. Capture days, or draw date, options available to the donor are the 1st or 15th.
 - 1.3. Credit card fees are paid by the Foundation unless the donor opts to cover the fees.
2. Recurring gifts will continue to be processed as scheduled until the donor requests to modify or terminate the donation.
 - 2.1. A recurring gift modification or termination must be submitted at least five (5) days prior to the next scheduled capture to ensure the changes are processed in time.
 - 2.2. Written requests must be submitted to Info@MidwayUSAFoundation.org or mailed to 6001 W Van Horn Tavern Rd, Suite C, Columbia, MO 65203-9258.
 - 2.2.1. Requests must be accompanied by either the Recurring Gift Modification Form or the Recurring Gift Termination Form, which are available at <https://www.midwayusafoundation.org/>.
 - 2.3. Phone call requests must utilize (877) 375-4570 and will receive a confirmation email once the modifications are complete.
 - 2.4. Modification or termination of a recurring gift may affect the recipient endowment's eligibility for awards and incentives.
3. Recurring gifts that receive a rejection or decline of the card, will be placed on hold, and the donor will be notified.
 - 3.1. Donor must provide updated card information if it is no longer valid.
 - 3.1.1. Failure to provide updated card information in a timely manner will result in the termination of the recurring gift. A contact deadline will be given prior to termination.
 - 3.2. If the rejection issue is resolved, the donor may have the option to ask for a recapture.
4. The Foundation will not refund any recurring gifts already processed unless the processed gift was due to an error by the Foundation or a Foundation service provider.