SOCIETY OF ST. VINCENT DE PAUL
ARCHDIOCESAN COUNCIL OF ST. LOUIS
··· NEIGHBORS HELPING NEIGHBORS ···

Automated Clearing House (ACH) Payments to Spire

Conferences can make electronic payments on batches of pledges to Spire using the procedures outlined below.

1. Contact the bank your Conference uses and ask for the easiest way to send ACH payments to Spire.
2. Inform your bank that you want to direct a payment to Spire's financial institution listed below:
    a. US Bank
    b. Routing Transit #: 081000210
    c. Depositor Account #: 001000300663
3. Provide Spire with a report of the pledges that your electronic payment is fulfilling. To create a pledge report:
    - Log in to the Spire portal.
    - Click on Reports and select Pledge Management Reports.
        - Select Standard Report. (This should auto populate next to report.)
    - Select the date range for the pledges you want to pay. (You must select a start date and an end date.)
    - Select Funding Type. (Should only be one choice—Your Agency Funds.)
    - Select Division. (Spire East should populate for you.)
    - Select Pledge Status: All Not Paid.
    - Select your Agency. (Should only be one choice—your Church Conference.)
    - Click Run Report.
    - Export to Excel.
    - Edit the data in excel as needed. Make sure to include Agency Name, Agency Number, the Neighbor's Name, Account Number, and Pledge Amount. (Do NOT include names if you are not paying the pledge.)
    - Email the spreadsheet to:
        - cashiers@spireenergy.com AND pledges@spireenergy.com AND Scott.Lawler@spireenergy.com
        - Attach the spreadsheet and the date the ACH payment will occur. If an email is not sent each time a payment is sent, your payment may be delayed.

spire

Main Pledges Users Web Mgmt Reports

Pledge Management Reports

☐ Archived Data

Report Parameters

Report: Standard Pledge Report

Start Date: 08/01/2021 **End Date:** 08/31/2021

Funding Type: Your Agency Funds

Division: Spire East

Pledge Status: [All Not Paid]

Account #: ☐ Legacy Account Num

Social Sec. #:

Database ID: **Year:** [All Years]

Agency: Annunziata Conference - SVDP (Spire East)

Date Options

- ◉ Pledges 'created' dates
- ○ Pledges 'modified' dates
- ○ Pledges 'payment' dates

Summary Options

- ☑ Show Details
- ☐ Status SubTotals
- ☐ Agency SubTotals
- ☐ Customer SubTotals
- ☐ Funding Type SubTotals
- ☐ Heating Year SubTotals
- ☑ Overall Total

Cancel Run Report

Export to Excel