Recurring Gift Frequently Asked Questions

Q: How do I join?

A: Fill out the recurring gift authorization form to become a sustainable donor.

Q: What is a recurring credit card gift payment?

A: Recurring credit card gift payment is a payment whereby an authorized donation amount is charged to your credit card on a schedule determined by the donor.

Q: Is there a minimum to give?

A: The minimum monthly gift is $10 and the minimum annual gift is $100.

Q: When will my credit card be charged?

A: Recurring credit card payments will be processed the third Tuesday of each month.

Q: How much does the recurring credit card payment cost?

A: Recurring credit card payments do not carry any higher fees then other credit card charges. Though there should not be any additional fees to donors, donors are encouraged to review their credit card terms and conditions.

Q: How safe is it to make a recurring gift?

A: The AHIMA Foundation uses a PCI-compliant solution for processing payments.

Q: What if I change my credit card numbers or my credit card expires?

A: Notify the AHIMA Foundation and we will send you a new authorization form to complete.

Q: What if I try recurring credit card payment and I don't like it?

A: You may cancel your authorization, change the frequency of the payment (monthly or annually), or change the amount of payments by notifying us in writing at any time.

Q: Who do I contact to make changes or stop by contribution?

A: Contact the AHIMA Foundation by emailing info@ahimafoundation.org or mail: 233 N. Michigan Avenue, 21st Floor; Chicago, IL 60601.

Q: When will my first payment be processed?

A: You are encouraged to make your first recurring gift payment on-site during Convention as part of our effort to kick-off the program. Following this payment, gifts will be processed on the third Tuesday of each month if you select monthly gifts, or annually.

Q. Will I receive a receipt that I can use for tax purposes when my credit card is charged each month?

A. When you set up your recurring donation, you will be charged for the first month's payment, and will receive a receipt at that time. You will not receive additional receipts for subsequent monthly donations. We will send you an aggregated receipt for tax purposes reflecting all of donations made during the year.

Q: Currently the Foundation only accepts credit card payments for recurring gifts. Will they consider debit cards or automatically electronic funds payments from my checking or saving account?

A: Currently only credit card payments are being accepted, however this process will be reviewed in the future to determine if capacity will allow for other options.

Q: Can I choose a different payment schedule than monthly or annually?

A: At this time, recurring gifts with a monthly or annual cycle are accepted. This process will be reviewed in the future to determine if capacity will allow for other options.