

NATIONAL SPIRITUAL ASSEMBLY  
OF THE BAHÁ'ÍS OF THE UNITED STATES  
OFFICE OF THE TREASURER

**VIA EMAIL**

Date

NAME AND ADDRESS

Dear Baha'i Friend:

The National Spiritual Assembly is deeply grateful for your interest in the possibility of extending a loan to assist the progress of the Cause of God.

The National Spiritual Assembly is pleased to accept loans from the friends of \$5,000 or more. The current policy is to pay interest at an annual rate of up to .20% on all loans.

When a loan is extended, the National Spiritual Assembly sends the lender a demand note. The note is payable after one year and within ninety days of demand. This document must be kept in a safe place as it must be returned to the National Spiritual Assembly of the Bahá'ís of the United States when a request is made for a partial or full withdrawal of the loan. The National Spiritual Assembly retains the right to prepay a loan at any time without a prepayment penalty.

The loan policy is a substantial benefit for National Fund as the friends are allowing us the use of their money to enable the National Spiritual Assembly to avoid other forms of borrowing.

Thank you for your interest. If you have further questions, please call me at 847-733-3475.

Warm Regards,

Elizabeth Fletcher

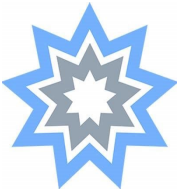
Director of Finance  
Office of the Treasurer

Procedure for Lending to the National Spiritual Assembly

1. Request the National Spiritual Assembly to debit the individual's or Assembly's bank account via ACH (the form is attached);
2. With the ACH request send an email, addressed to the National Spiritual Assembly, stating how much you wish to lend and the rate of interest you wish to receive.

Send to: [Finance@usbnc.org](mailto:Finance@usbnc.org)  
Office of the Treasurer  
Attn: Elizabeth Fletcher  
Baha'i National Center  
1233 Central Street  
Evanston, IL 60201

3. An individual should include both Baha'i Identification Number and Social Security Number.
4. Interest will be added to the principal on April 30<sup>th</sup> of each year. If so advised, interest can be paid by ACH on April 30<sup>th</sup> of each year instead. Please include instructions in your letter as to method of interest payment.
5. A demand note will be sent to you.



**Office of the Treasurer  
Baha'i National Center  
One Time ACH Payment Authorization**

Name of the Locality: \_\_\_\_\_

Locality ID# \_\_\_\_\_

Fund(s): LOAN

Name of the Treasure: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Bank Detail:**

\_\_\_\_ Checking      \_\_\_\_ Saving

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Please provide a copy of voided check

I authorize the Baha'i National Center office to withdraw the sum of \$ \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_