<u>Sample Instructions for E-Transfer Giving</u>

The following instructions for people who want to begin giving through e-transfers may be adapted for use in your local church. You may insert the name of your church's contact person (Church Treasurer or other designated contact) and the email address you have set up through your church's bank account.

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How to Tithe Using E-transfer

Before using you must have an assigned envelope/tithing number (contact *[treasurer's name]* if you would like one) for charitable receipting and you must have online banking set up through your financial institution.

To Use:

1. Send E-transfer through your online banking to "**give@*[church's name]*.com**"
2. **Security Question Field** "Name as shown on tax receipt" e.g. "Adam & Eve Smith" OR "Eve Smith"
3. **Security Answer Field** "Your number" (as shown on your tithing envelopes and Year End Tax Receipts) e.g. "153"
4. **Fill in amount**
5. **If desired, Add Message**. *All monies will go into general tithes and offerings unless otherwise noted.* i.e. "Of the $400, please use $100 for W.E.F. and $300 for Offering"
6. **Doubl**e **check** email address, answer field, amount and **Send**

If you have any questions please contact *[treasurer's name]*. Please notify if you have sent an e-transfer and not received a deposit notification within 7 days. Also, please ensure your address on file is kept up to date for Year End Receipts.