

## **E-TRANSFER HELP SHEET (for Church)**

### **To set up E-Transfer on CIBC Online Banking**

1. Open Online banking account
2. Select INTERAC e-transfer
3. Get Started page will appear: Follow Prompts

### **When a donation is made an email confirmation will be sent similar to the following:**

*Your Foursquare Church,*

*MEMBER NAME has sent you an INTERAC e-Transfer (previously INTERAC Email Money Transfer).*

*Amount: \$0.00 (CAD)*

*Sender's Message: Monthly Tithes*

*Expiry Date: 05 Aug 2012*

*Action Required:*  
*To deposit your money, click here: link will be provided*

*Choose: Banking Institute, CIBC or Other, Click Deposit*

*LogIn Church Bank Account:*

### **To deposit money, click on the link in the email & follow prompts to deposit money.**

- Select Banking Institute (CIBC or other). This will require you to sign in to your online business website for the church account.
- When prompted, enter the Security Question & Answer provided on the Help Sheet for church members:
  - Security Question: name of church
  - Answer: churchname (all lower case, all one word)
- Once completed, print deposit confirmation for entry into accounting system and reconciliation with those receiving forward emails.

### **A tithe envelope will need to be created for each separate donation:**

- Place copy of printed deposit confirmation in a tithe envelope
- Donation is recorded in the contribution records for receipting purposes at end of year.