E-TRANSFER HELP SHEET
(for Church Members)

In Personal Bank Account:

To donate through an e-transfer, please follow these steps:

1. Sign on to your online banking website

2. Select E-transfer or E-transaction

**It is very important that the following information is entered exactly as provided in these instructions to ensure transfer can be fully completed.

3. For the destination, enter the following information:

    Recipient Name: Church Name

    Email Address: donate.church@_____

    Amount: $$$

4. Create security question:

    Security Question: name of church

    Answer: churchname
    (Please note the answer is to be one word, all lowercase, used for each transaction)

VERY IMPORTANT: Please designate your offering in the comment box. You can write things like: Tithe, $45, Missions $8 Total: $53

NOTE: Your bank may charge you a transfer fee per transaction.