

Online Bill Payment Donations Setup Instructions for Church

This option is for church members who want to set up “Foursquare Gospel Church of Canada” (FGCC) as a bill payee on their personal online banking system. This will be available to members that have personal bank accounts with CIBC, Scotiabank, TD Bank, Royal Bank, BMO and Credit Unions.

Instructions to setup and maintain donations received through online bill payments:

1. Church to email link for “Application for Account Number” to church members: (<https://foursquarecanada.wufoo.com/forms/p17vqlgc1bc41y0/>). Member will complete and submit the form online which will be sent directly to the National Office (donations@foursquare.ca).
2. When an application is received an account number will be assigned and the church member will be notified directly by the National Office. Account numbers will be assigned using a unique indicator number to distinguish for each church.
3. The church member can then add “Foursquare Gospel Church of Canada” as a Bill Payee on their online banking site using the assigned account number. Donations can be made at any time for any amount. Dana will provide a detailed report to each church for new accounts that are opened.
4. When a donation is made online it will be deposited directly to a designated Foursquare National Office account (separate from operating account). A reconciliation of donations will be done on a bimonthly basis and payments issued to the church with donor details.
5. The National Office will be responsible to track all donations and issue tithe receipts. Donation receipts are issued quarterly and will show the church name as the designated recipient of the funds.