

NSPGMBC - Offering via e-Transfer Guidelines

2020 03 27

1. Sign onto your online banking via personal computer or mobile app
2. Update your email address if you have not yet done so. You will receive e-Transfer confirmation by email.
3. Click **“Interac e-Transfer”** (e.g. TD Bank / CIBC).

Some banks have different description for e-Transfer e.g. **“Pay Bill and Transfer Funds”** in RBC as follows,

The image shows two screenshots from the RBC online banking interface. The left screenshot displays the 'Personal Accounts' menu with 'Pay Bills and Transfer Funds' circled in red. The right screenshot shows the 'Pay Bills & Transfer Funds' form with 'Interac e-Transfer' selected in the 'To:' dropdown and circled in red. The form includes fields for 'From:' (Chequing 008), 'To:' (INTERAC e-Transfer), amount (\$ 100), date (Mar 27, 2020), and frequency (Once). Buttons for 'Cancel' and 'Submit' are visible.

4. Recipient Name: NSPGMBC

Recipient Email: nspgmbc.offering@gmail.com

Don't fill in the "Telephone/Mobile No."

“Message (optional)” – the church needs the following information to process your offering tax receipt, please enter:

Your name + Offering No. + Funds (General, Thanksgiving, Mission, EM, EM-Mission, Development)

If Funds were not specified, the offering will go to General Funds 常 費

5. Example - TD Bank for your reference:

Choose your withdrawal account, enter the offering amount

Choose the Recipient's account, if it is your first time to do e-Transfer to our church, press **“Add New”**

The image shows the 'Interac e-Transfer - Add Contact' form. The 'Name' field contains 'NSPGMBC' and the 'Language Preference' is set to 'English'. The 'Notify By' section has the email 'nspgmbc.offering@gmail.com' entered in both the 'Email' and 'Confirm Email Address' fields, both circled in red. There is a green checkmark next to the confirm email address field. A 'Mobile (optional)' field is present but empty. At the bottom, there is a warning icon and text: 'Please make sure the email address and/or mobile number is correct, because that's how your contact will be notified when you send or request money using Interac e-Transfer. You agree that you have the contact's consent to use their information for the Interac e-Transfer service.' Buttons for 'Back' and 'Add' are at the bottom.

The image shows the 'Interac e-Transfer - Send Money' form. The 'From' section shows the sender's account as 'TD MINIMUM CHEQUING ACCOUNT - 663'. The 'Amount' is \$ 100.00. The 'To' section shows the recipient as 'NSPGMBC'. An information icon indicates 'Autodeposit enabled - You are sending money to NORTH SHORE PACIFIC GRACE MIB CHURCH, who has set up Autodeposit. The money will be automatically deposited into their account without the need for them to answer a question, so please make sure the email address / mobile number and this name are correct.' The 'Email' field contains 'nspgmbc.offering@gmail.com' and the 'Message (optional)' field contains 'Chan Tai Man 999 Mission', both circled in red. A warning icon at the bottom states: 'Please don't include personal information or any marketing material in your message.'

6. Example - RBC for your reference:

Send *Interac*⁺ e-Transfer

To send an *Interac* e-Transfer, fill in the recipient's name and e-mail address or mobile number.

All fields are required unless marked as optional.

Name:

Add this recipient to Payee List

Contact Method: *(At least one is required)*

Email Address:


Mobile Number:

Preferred Language:
 English French

Please confirm the details of this transaction. You may also include a personalized message with this *Interac* e-Transfer.

To: NSPGMBC

Contact Method:
nspgmbc.offering@gmail.com
Account holder: NORTH SHORE PACIFIC GRACE MB CHURCH

This email address is registered for Autodeposit. Funds will be deposited directly into the recipient's account.
 Interac will send the recipient a deposit notification email to this address.

Preferred Language: English

Amount: \$ 100.00
Service Fee: FREE

From: Chequing 008:

Message: *(Optional)*

Number of characters: (400 maximum) 29

7. Double check the information entered is correct, then press “**Send Money**” or “**Confirm**”. When a confirmation message is displayed, no cancellation is allowed.

8. It normally takes less than 30 min to complete the e-Transfer. An email will be sent from your bank confirming that this e-Transfer has been completed and the funds have been successfully deposited. It finishes your offering procedure. Please keep this email as your proof of offering.

9. The funds will be automatically deposited into the church’s Scotia Bank Account and the respective offering is recorded by Lynn. **Interac** will also send a confirmation email to nspgmbc.offering@gmail.com, Lynn will print this email for the church’s records.

10. As **Autodeposit** is set up at Scotia Bank, you are not required to set any security question and the church office does not need to answer any security question, too.

NOTES:

- All the above respective procedures and limits etc. vary slightly by financial institutions
- Maximum e-Transfer limit is \$3,000 (some more limits may be applicable)
- Small charges may apply e.g. \$1 per transaction depends on your account type (free for some packaged account)