

## Ways to Donate to ACTION

Below are instructions and options for people to donate to ACTION missionaries and ministries.

### A. *Cheque/money order*

– be sure that cheques/money orders are made out to “*Action International Ministries*”, not the missionary or ministry.\* Along with the cheque/money order, donors need to include, preferably on a separate piece of paper, not on the cheque/money order itself, the following instruction, “For the ministry of (name of missionary/ministry)”.\* People can also send post-dated cheques.

**B. *Credit card*** – donors can make one time or recurring donations by calling the ACTION Canada office to give their credit card information, donation amount, and designation, then the office will make the donation on the donor’s behalf.

**C. *Automatic withdrawal from a bank account or credit card*** – donors who wish to use this option need to contact the ACTION Canada office to set this up.

**D. *E-transfers*** – ACTION Canada will accept donations via electronic transfer. Donors who wish to use this option should send e-transfers to: **receipting@actioncanada.org**

**E. *Cash*** – Don’t send cash in the mail. For cash donations received in person, deposit the cash in your bank account, write a cheque made payable to “Action International Ministries” for the amount, and send it to the office, or call the office and use your credit card. With either method, be sure to send a note with the name, address, and phone number of the donor(s), amount given, and what/who it is for.

Donation acknowledgements are sent to donors each time a donation is made. Donors can choose to receive either a paper or electronic (email) acknowledgement, or no acknowledgement at all. **Donors need to indicate their choice of acknowledgement to the office.** A paper tax receipt will be sent at the end of the year, for donations of \$10.00 or greater.

**Please Note:** All processed donations will receive an administrative deduction to cover expenses. Contact the ACTION office if you want more specifics. Also, don’t use the word, “gift”, but “donation”, to refer to the donation. Any donation using the word, “gift” cannot receive a tax-deductible receipt.\*

If there are any questions or clarifications needed, please contact the ACTION Canada office.

\* denotes Canada Revenue Agency regulations, which ACTION Canada has no control over, and must abide by, in order to keep its not-for-profit status.

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