

HOW TO DONATE VIA INTERAC E-TRANSFER



Donating through Interac e-transfer is simple and takes about 10 minutes. Here's what you need to get started:

- A bank account and access to online banking. (This means you must own and use a computer or web-enabled smartphone.) If you are not already set up for online banking, contact your financial institution for step-by-step instructions.
- An email address.
- The area(s) of Parkwood's ministry to which you wish to donate. At present these include
 - A** Operating Budget
 - B.** Loan Repayment Fund
 - C.** Presbyterians Sharing
 - D.** PWS&D, general fund
 - E.** Logos Program
 - F.** Pastoral Care Fund
 - G.** Youth Leadership Fund
 - H.** Youth Group Fund
 - I.** Reserve for Capital Expenditures
 - J.** Memorial Fund
 - K.** Session Benevolent Fund
 - L.** Parkwood Refugee Fund
 - M.** (Mission Team occasional special appeals for particular needs/ministries)

Undesignated gifts will be allocated to the Operating Fund. Donations **must be given to established funds**. If the area of Parkwood's ministry you wish to donate to isn't listed here, please contact us at donate@parkwoodchurch.ca.

Step 1. Sign On

Begin by opening up your online banking app and locating the Interac e-transfer tool. Each financial institution's tools will have a different path to this tool. However, it is usually located with other financial transfer tools. Sending an Interac e-transfer is the same as paying with debit.

Step 2. Register our Church as a Payee

You will be asked to register our church as a payee in the system. Do this by entering **Parkwood Presbyterian Church** and the email address "donate@parkwoodchurch.ca". You may be asked to save our church in your list of payees. This makes it easier to make subsequent payments. You can use this email address to communicate during an Interac e-transfer process.

Step 3. Set Up the Transaction

Select the account you want to transfer money from (e.g., chequing, savings, other). Select the amount of money you want to transfer as a donation. (Note: some institutions have limits on the amount that can be transferred.)

Confirm the date and frequency of the transfer. Some institutions allow you to schedule multiple

transfers. Please contact your financial institution for information on these services.

Step 4. Confirmations

Confirm the details of the transaction including the church's name and the email address for donations.

Confirm the amount of the donation.

Confirm the area of ministry to which you want your donation to go. If you'd like to split your donation among two or more funds, send us a message using the message field or a separate email – see next section.

Step 5. Message and donation destination

Specify in the message field (1) your name, (2) your postal address (3) where you want your donation to go. Undesignated gifts will be allocated to the Operating Fund. If you wish to donate to two or more ministry areas, put this information in the message field (*feel free to use the alphabetic characters a through k instead of the fund names*). See the list of areas of Parkwood's ministry above. If the area of our ministry you wish to donate to isn't listed here, please contact us at donate@parkwoodchurch.ca for further instructions or advice. **ALSO**, if you're using an app for a phone or tablet, all the info we're asking for may not fit in the space allotted. If this happens, please send us your info in a separate email, to the "donate" email address.

Once you've got everything set up, press the **[SEND]** button to complete the transaction.

Step 6. Notice of Completion

Once you have confirmed the details of the transaction and sent your e-transfer, you will receive an email with a confirmation number indicating that your donation has been received. For regular donors to Parkwood (who have been issued donation envelopes, and have an envelope number), any e-transfers will be included in the year end tax receipt for that donor. For all other donations, a receipt will be issued by mail once the donation is confirmed.

*Parkwood Presbyterian Church
10 Chesterton Drive, Ottawa ON K2E 5S9
March 18, 2023*