# **Tithing Instructions**

Interac e-Transfer







Logos Baptist Church (Milliken) is offering another tithing option – Interac e-Transfer.

Beginning August 24, 2020, you can give using Interac e-Transfer. To help us serve you better, please ensure to follow the instructions on the next few pages when you send.





# Setting Up

#### You need to have:

- 1. an account with a participating bank or credit union; and
- 2. an active email address or mobile phone number

from interac.ca for your reference only

You also need to have Interac e-Transfer set up for your bank account. Please contact your bank if you have any questions.

You need to set up a contact prior to giving. Set-up instruction varies from bank to bank. Please follow your bank's instructions and contact your bank if you require assistance.

- 1. Set up contact name
- Set up Interac e-Transfer email address <u>tithe@logosbaptist.org</u>.

#### To Send

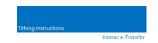
- 1. Log into your online or mobile banking app and select the account
- 2. Choose or add your recipient's email
- 3. Enter the amount and no need to set up a security question (if the recipient has registered for Interac e-Transfer Autodeposit).

from interac.ca for your reference only

#### ① Autodeposit has been enabled!

The money you send will be automatically deposited into the church account without the need for us to answer a security question. There is **no need to set up a security question**. **Please make sure the email address is correct.** 





4. In the message box of your e-Transfer, please enter in one line :

## Name - Offering Number - Fund

For example:

Damien Chan – C777 – 20 General – 20 Mission\*

\*Name and offering number are not real and amounts are all for illustration purpose only.

Use of special characters such as \$, /, <>, etc. and line break may not be allowed in the message box. Please follow your bank's instructions.

**Name** (mandatory) you use for your offering account.

**Offering Number** (mandatory) provided to you by the church.

If this is your first time giving or if you forgot/don't know your offering number, please contact the office before using interact e-transfer to give.

For inquiry call 905-305-6467 and leave a message or email office@logosbaptist.org

**Funds** (mandatory) you are giving to [General / Mission / Building / Others] should be clearly stated or we will allocate the total amount to the "General" fund.

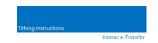
<u>Message (mandatory)</u> – <u>Without your name and offering number</u>, we will have insufficient information to enter your offering to your offering account, i.e. we will be unable to include the amount on your tax receipt. <u>Your offering will be counted as loose offering if you omit the message.</u>

As most banks recommend <u>not to enter personal information</u> in the message box, it will be helpful if you <u>provide us your offering number</u>.

Please make sure your <u>offering number is entered correctly</u>. <u>Do not enteryour address and phone number</u>.

5. When you are sure all information is entered correctly, click Send Money.





### Confirmation

You should then receive a confirmation from your bank that your money sent was deposited.

For example:

From: ABC Bank

Date: July 30, 2020 at 12:30 PM

Subject: INTERAC e-Transfer: Your money transfer to LOGOS BAPTIST

CHURCH (MILLIKEN) was deposited

Hi Damien Chan,

The \$40.00 (CAD) you sent to LOGOS BAPTIST CHURCH (MILLIKEN) has been successfully deposited.

Details of the Transfer:

Message: Damien Chan - C777 - 20 General - 20 Mission

Reference Number: ABC12345

Please do not reply to this email.

If you do not receive a confirmation, please contact your bank for assistance.