

# 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](http://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
2. Set up Interac e-Transfer email address  
[tithe@logosbaptist.org](mailto:tithe@logosbaptist.org).

## 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](http://interac.ca) for your reference only

### **ⓘ 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](mailto: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.

**Message (mandatory)** – **Without your name and offering number**, 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. **Your offering will be counted as loose offering if you omit the message.**

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

Please make sure your **offering number is entered correctly.** **Do not enter your address and phone number.**

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

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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.