

## How to Tithe with E Transfer

E transfer – is an online option to tithe through your bank.

In general, this is how you would set this up. Each bank is individual in where to find the link to E transfer, but the process should be basically the same.

1. Log onto your online banking
2. Choose E Transfer
3. Add the church as a recipient
  - a. First Baptist Church
4. Enter **this specific** email address for donations
  - a. [fbcdonations@cogeco.net](mailto:fbcdonations@cogeco.net)
5. The first time you send a donation it will ask you for a security question and answer. You may need to fill this in but it won't be necessary once you complete step 6
6. Approve Auto Deposit. This streamlines the process of receiving your donation.

### **Note:**

**When you make your donation, it is very important that the Church receives accurate information for receipting purposes. Use the memo box to:**

1. Indicate your **envelope number**. If you do not have an envelope number, please contact the office for further instructions.
2. Note any instructions for **designating** funds, if desired. The same as you would write on your offering envelope.