**INSTRUCTIONS FOR E-TRANSFERS TO ST. PAUL’S UNITED CHURCH**

If you wish to make your payment to St. Paul’s United Church by e-transfer, please follow the instructions outlined below:

1. Go to your online banking site. The payment should be made to: St. Paul’s United Church at the email of treasurer@stpaulscentre.ca .
2. For the security question please choose a question.
3. Then send a **separate** email to St. Paul’s Treasurer at: treasurer@stpaulscentre.ca

In the email please specify:

1. the password you created
2. what the payment is for
3. when it was made

Example: Payment has been forwarded by e-transfer on October 16, 2018 for the Great Hall rental on October 18, 2018 for the Smith Festival Concert. The concert organizer was Joe Smith. (these details are needed to ensure your payment is applied to the correct invoice/account). The password is \_\_\_\_\_\_.

If you have any questions, please contact Katrina Hunt at 705-326-7351 ext. 2 or at info@stpaulscentre.ca . Thank you.