

How to Send an e-Transfer

The following instructions describe how to make an e-Transfer payment using online banking at RBC (Royal Bank). Instructions for other banks or credit unions may differ slightly. The cost of each e-Transfer payment is typically \$1.00, which is about the same as the price of a stamp.

1. Log into your online banking account.

2. Click **Accounts Summary**.

3. Under **Quick Payments and Transfers**:

In the **From** box, select the account you wish to use.

In the **To** box, select **INTERAC e-Transfer**.

Enter the **Amount** you wish to donate.

4. Under **What to Know About Interac e-Transfer**, click **Next**.

5. Under **Add New Recipient**:

In the **Name** space, enter **St. Matthews Foundation**

In the **Email** space, enter **foundation@stmattskw.com**

Leave the **Mobile Number** space blank.

Check the box **Add to payee list**.

Select your **Preferred Language**.

6. In the **Security Question** space, enter **What day is it?**

7. In the **Security Answer** space, enter **everyday**

8. In the **Message** space:

Enter your **name** and **complete mailing address**. These are needed in order to provide your charitable tax receipt for Income Tax purposes.

(Optional) Enter the reason for your donation, for example, as a memorial to a deceased person, in response to a Foundation Sunday appeal, etc.

9. Click **Send**.