

FAQ Payee Giving

As A Payee: To have them listed as a payee with my online financial institution.

Most banks and trust companies have this option. You sign into your financial institution account as you normally would and navigate to where you would ADD a Payee. Click in the link that would allow you to add a new payee and there is usually a search feature in this process. We are known as **Heritage Alliance Church**. Once you locate us follow the prompts that allows you to add further details.

The next step is to add in the giving number that would identify you to us and also where you would like these funds to be donated to. As in the General Fund, Missions, Building or Care Ministry. The number that identifies you is the number that was assigned to your giving envelopes. If you do not remember this number or if you do not have such a number, you can call the book keeper during her hours and request this number

Now you have your number. Most accounts require 7 digits. The set up will be as followed. Let us say your giving number is 1. So the first three digits would be 001. The next four digits would instruct us as to where you would direct the book keeper to deposit those funds. For example, 001GENE would mean the general fund. This would inform them who to credit with a donation for tax purposes and also designate which fund you wish to support.

Once this is set up you then pay us as you would a bill and all you need to add in is the amount.

If you are in the habit of donating to several funds. You would then set up a payee for those funds. Using the above example, 001MISS or 001CARE or 001BUIL for Missions, Care and Building fund.

If you have any further concerns feel free to connect with the book keeper at the office during her normal working hours