

## ***Procedure for Internet Giving to Forward Baptist Church***



- If this is a tool you would like to use for giving you will need to set up Forward Baptist Church – Cambridge as a payee on your bank web site.
- The banks that are set up to accept internet banking are:
  - CIBC, TD Canada Trust, Scotia Bank, RBC & BMO
  - If your account is with Presidents Choice this service is also offered because of CIBC being registered.
- Your current offering envelope is your account number.
  - If there is more than one offering envelope number in a household each number must be set up has a payee.
  - Please make sure that your offering envelope number is current. If you are unsure of this contact Debbie Baverstock at 519-621-5905 o CIBC requires that you have a minimum of 3 digits for an account number. If you have less than 3 digits in your envelope number you must add the number 0 in front of it. Example: offering envelope number is 91 you will enter 091 for your account.
- Funds given through the internet will go to the General Operating Fund.
  - If your giving is to be designated to other areas such as Building Fund or Christmas Offering it will need to be done using an offering envelope.
- When you make a donation via the internet the Envelope Secretary will receive notification within several business days.
- To preserve confidentiality of information, the Envelope Secretary (Debbie Baverstock) will be the only person who has access to details of giving per account.

***If you have questions about this procedure, please contact the office at 519-621-6566***