

INTERAC BANKING

eTRANSFER CONTACT INFORMATION



How to send money to Knox:

1. The first time you send an Interac transfer to Knox, you will need to set up a “new recipient” (this will likely be a button saying something like “Add new”).

You will then fill in a few fields:

- a. **Contact name:** Anything you want such as “Knox” or “Knox Waterloo”.
 - b. **Email address:** knox@knoxwaterloo.ca
 - c. **Mobile:** Leave this blank
 - d. If required, click the “Add” button to save this information (the button might be named something a bit different on your banking site).
2. After you’ve set up Knox Waterloo as a recipient click the “Send money” link (or check that you are on already on the “Send money” page on your banking site).
 3. Fill in the following fields:
 - a. **Account:** Choose the account you want the money to come out of. If you only have one account, there’s nothing much to do here.
 - b. **Amount:** Specify the amount you are sending.
 - c. **Recipient: If not already selected,** choose the “Knox” recipient (using the name you set up in step (1a) above).
 - d. **Security question & Answer:** Donations made to Knox are automatically deposited to Knox, bypassing the ‘question & answer’ process. You should be able to leave these fields blank.
 - e. **Message:** Indicate in this field what the funds are for.
Example: “General fund” or “Rental payment”.
 - f. **Review** what you have entered, then hit “Next” or “Continue”.
 - g. **Review again,** then hit “Send money” or “Confirm”, if you are satisfied.

PLEASE also email your contact information to knox@knoxwaterloo.ca in order to receive an **income tax receipt**.

A Celtic Prayer

May the Christ who walks on wounded feet walk with you on the road.

May the Christ who serves with wounded hands stretch out your hands to serve.

May the Christ who loves with a wounded heart open your hearts to love.

May you see the face of Christ in everyone you meet and may everyone you meet see the face of Christ in you.

THANK YOU.