This instruction document is for setup and send e-Transfer with TD
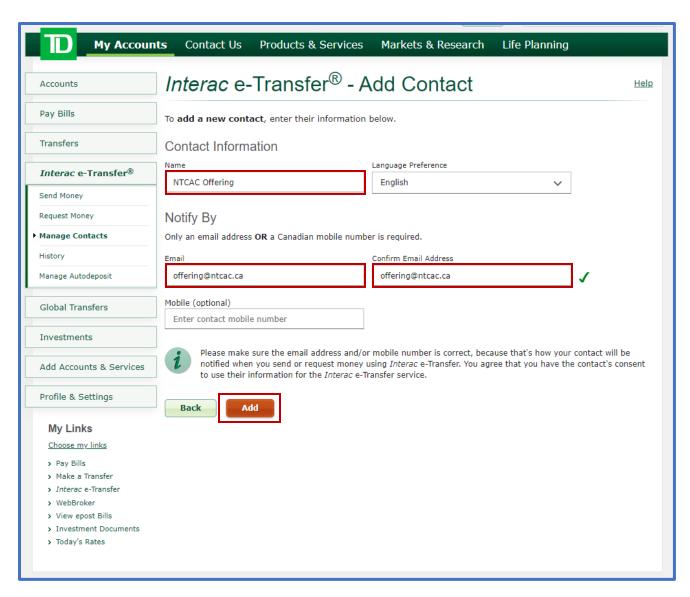
Important notes:

  I.   Email address for e-Transfer: **offering@ntcac.ca**

  II.   Your financial institution may charge a fee for e-Transfer

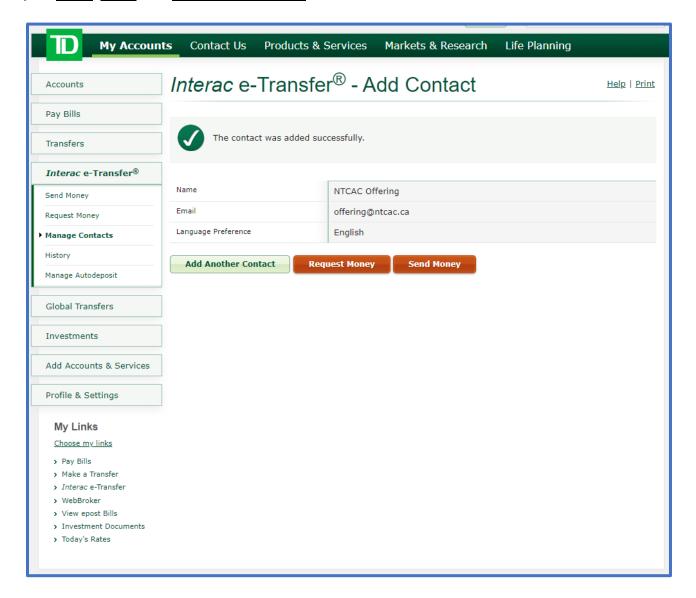# 1) Setup New Contact for e-Transfer

Step 1.1 Add Contact - Details

       *1.1.1 Enter Contact Name: **NTCAC Offering***

       *1.1.2 Notification Language: **English***

       *1.1.3 Notify By "**Email**"*

       *1.1.4 Contact's Email Address: **offering@ntcac.ca***

       *1.1.5 Click **"Add"** to continue*

Step 1.2 Add Contact - Confirmation
Confirm <u>name</u>, <u>email</u>, and <u>language preference</u>

TD My Accounts	Contact Us Products & Services Markets & Research Life Planning

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Accounts

Pay Bills

Transfers

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Send Money

Request Money

▸ **Manage Contacts**

History

Manage Autodeposit

Global Transfers

Investments

Add Accounts & Services

Profile & Settings

✓ The contact was added successfully.

Name	NTCAC Offering
Email	offering@ntcac.ca
Language Preference	English

Add Another Contact   **Request Money**   **Send Money**

My Links

<u>Choose my links</u>

› Pay Bills
› Make a Transfer
› *Interac* e-Transfer
› WebBroker
› View epost Bills
› Investment Documents
› Today's Rates

2) <u>Transfer Money</u>

Step 2.1 Add Details

2.1 From Account

2.2 Amount

*2.3 Select Recipient: **NTCAC Offering***

*2.4 Message **No** <mark>XXX</mark>, **G**<mark>XX</mark>, **M**<mark>XX</mark>, **B**<mark>XX</mark>*
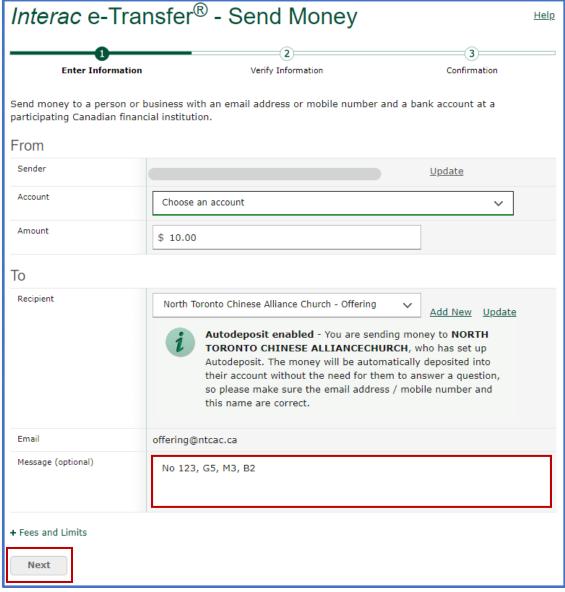
      No: *Offering number from NTCAC.*

         (Email donations@ntcac.ca if you need a new or confirm your existing number)

      G: *Amount for General Fund*

      M: *Amount for Mission Fund*

      B: *Amount for Building Fund*

Important Notes for the message:

  a) *All 3 numbers should add up to total offering amount*

  b) *If the split is not specified, then all funds will be put into General Fund.*

  c) *Example, **No 123, G5, M3, B2** if your offering # is 123, you want to split $5 to General Fund, $3 to Mission Fund and $2 to Building Fund, for a total offering of $10.*

Step 2.2 e-Transfer Confirmation

2.3.1: Click "Send Money"

Interac e-Transfer® - Send Money   Help

✓ ————————————— 2 ————————————— ③

Enter Information   **Verify Information**   Confirmation

Please review your information, and click 'Send Money' when you're ready.

Sender	
From Account	
Amount	$10.00
Recipient	North Toronto Chinese Alliance Church - Offering **NORTH TORONTO CHINESE ALLIANCECHURCH** has set up Autodeposit for this email and/or mobile.
Email	offering@ntcac.ca
Message	No 123, G5, M3, B2

By clicking 'Send Money', you agree that you've reviewed and confirmed the information above, and that you will not be able to cancel this transfer.

Back   **Send Money**