

# Donating to St. Mother Teresa of Kolkata Church:

## Option 1: Make an e-Transfer for the Sunday or Other Offering

You can use the **Interac e-transfer** feature from your online or mobile bank account to email a donation.

### How to e-Transfer

The first step is to setup the Parish email address as a payee.

Each bank has its own procedure for setting up a payee - generally it can be found in the section where payments or transfers are made. Look for a prompt like "Add Recipient".

### You will be asked to provide these details:

- the recipient's name: **St Francis and St Clare of Assisi Parish**
- the recipient's email address: **office@stfrancisandstclareparish.ca**

No security question is needed because when you send the donation, it will be automatically deposited and the parish office will be notified.

### VERY IMPORTANT:

Please use the message feature of the Interac transfer and specify the following information so that your offering is properly recorded for tax receipt purposes:

- Your full name
- Your Envelope Box Number (*if you have one*)
- Identify **St. Mother Teresa of Kolkata** as the Church to which you are donating
- The purpose of the donation: Sunday Offering, Other purpose

## Option 2: Write a cheque and mail it to our church office

You can write a cheque payable to **St. Mother Teresa of Kolkata Church** including the purpose of the donation in the description along with your envelope number (*if you have one*). Mail it to our church office: 6032 Normandy Dr, Halifax, NS B3K 4S6

**Thank you for your generosity.**