



Saint John XXIII Roman Catholic Church

Archdiocese of Winnipeg

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How to submit your contribution using E-TRANSFER

(INTERAC e-Transfer / Autodeposit)

- 1. Login to your online Banking Account**
- 2. Select send an *Interac* e-Transfer (or autodeposit, etc.)**
- 3. Complete all the necessary information including amount of your contribution**

For name of recipient you may use: ST. JOHN XXIII PARISH

BE SURE TO USE THIS EMAIL ADDRESS: finance.stjohnxxiii@gmail.com

- 4. Review details and Confirm/Send to submit your contribution**

Transfers sent to finance.stjohnxxiii@gmail.com will be automatically deposited to the account of TRUSTEES OF THE ROMAN CATHOLIC PARISH OF SAINT JOHN XXIII at RBC Royal Bank.

AFTER SUBMITTING YOUR CONTRIBUTION, IT HELPFUL FOR US IF YOU ALSO DO THE FOLLOWING:

- 1. Send a personal follow up email to the parish finance office:**
finance.stjohnxxiii@gmail.com
- 2. In your email please indicate:**
 - a) Subject line: E-TRANSFER INFO**
 - b) Your name**
 - c) Your bank name (e.g. RBC, CIBC, TD, Scotiabank, Credit Union etc.)**
 - d) Amount of contribution**
(or, if not a donation, whatever else the payment was meant to cover)

Your follow up email helps to ensure we have the necessary information we need to enter correctly your contribution into our records, especially so that charitable contribution amounts may be included in your income tax receipt issued at year end.