

# Start Taking Electronic Bank Transfers for Donations with a Few Simple Steps

Electronic bank transfers make it quick and painless for nonprofits to collect donations

Depending on whether or not your organization already uses ACH (e.g., Direct Deposit for payroll), you'll take one of two paths to get your organization set up to collect donations using electronic bank transfers (that is, ACH):

## PATH 1: YES, WE ALREADY USE ACH

### NEXT STEP:

Meet with your organization's financial team so they can work with you to begin accepting electronic bank transfers in person, over the phone, and on your website. Also, meet with your web manager about updating your donations page and back-end payment databases.

## PATH 2: NO, WE DON'T USE ACH

### NEXT STEPS:

Determine which payment approach your organization uses.

**A**

#### WE MANAGE PAYMENT PROCESSING INTERNALLY

If you process payments internally, set up a meeting with your financial team and your bank's relationship/branch manager and treasury/cash management sales officer. Tell them you want to collect donations through an electronic bank transfer.

**B**

#### WE USE A THIRD PARTY TO PROCESS PAYMENTS

(a.k.a., a third-party payment processor)

If you use a third-party processor, set up a meeting with your financial team and your third-party payment processor. Tell them you want to 'turn on' the ability to use electronic bank transfers for collecting donations.

Ensure your bank and third-party payment processor are connected (often, payment processors will take the lead in making this connection).

Also, ask your processor, "Does our organization's database create an ACH formatted file we can send to our bank?"

**If yes,**  
get instructions on  
how to retrieve the file.

**If no,**  
ask your processor  
if they will create file  
and send to your bank.

**?**

#### QUESTIONS TO ASK YOUR BANK OR THIRD-PARTY PAYMENT PROCESSOR:

- What do we need to do to get started?
- What documents do we need to complete and sign to start this service?
- How long will this process take until we can start accepting electronic bank transfer for donations?

**ONCE YOUR QUESTIONS ARE ANSWERED, YOUR BANK OR THIRD-PARTY PROCESSOR WILL GUIDE YOU THROUGH ANY REMAINING STEPS TO BEGIN COLLECTING DONATIONS THROUGH ELECTRONIC BANK TRANSFERS.**

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#### HELPFUL HINTS ABOUT THE PROCESS:

- Every financial services provider has its own policies and customer qualifications for sending electronic bank transfers.
- Talk to your financial services provider about sound business practices for preventing fraud and conducting business securely online.
- Monitor your bank account activity daily.
- Establish and follow procedures to handle bank account information in a safe and secure manner.