

The PayPal donation procedure is as follows.

- 1) Login to your PayPal account via <https://www.paypal.com>
- 2) Click "Send"
- 3) In the "Name, email, mobile number" box, enter [BCTCDonate@gmail.com](mailto:BCTCDonate@gmail.com)
- 4) Press the "Enter" key on your keyboard
- 5) Click "Next"
- 6) Enter the amount you want to donate
- 7) If "Send to a friend" is not selected, click "change", and select "**Send to a friend**"
- 8) In the "Add a Note" section, enter your preference of its usage (e.g. General Fund, suggested love sharing, etc.) and address if this is your first time to use PayPal.
- 9) Click "continue"
- 10) In the "How do you want to pay" page, select "**link to a bank** " to save 2.2% fee
- 11) Click "Next"
- 12) Click "Send payment" to complete the transaction.

The following letter will be sent to the brothers and sisters whose email addresses we have but whose mailing address we do not have.

Dear friend,

Thank you for your donation to Bergen Christian Testimony Church. In order to provide you with a year end donation receipt, please email ([BCTCDonate@gmail.com](mailto:BCTCDonate@gmail.com)) or mail us your information as follows:

Your First Name

Your Last Name

Your address

Your cell phone number

Thank you,

BCTC Finance department