

Accepting PayPal Donations

Church Online Giving

PayPal is a quick and easy way to accept credit card or debit donations for your local church. Setup and registration can be done in as little as 15 minutes and you can accept donations in 22 currencies from 203 countries across the globe.

Donations through PayPal arrive in your PayPal account immediately. From there you can transfer them to your organization's bank account, free of charge. You can track every donor and every donation.

PayPal Website:	www.paypal.ca
Required Hardware*:	NO – no hardware required
Direct Internet Required*:	NO – direct internet connection not required
Merchant Account Required*:	NO – Church not required to create merchant account
Website Link:	YES – you can add a Button that redirects donors to a PayPal page which can be bannered with your local church name/graphic
Website Tool/Template*:	NO - tools may be provided from website developers or developed by a 3 rd party
Setup Costs:	NO - No Activation/Setup Costs
Transaction Type*:	PUSH - PayPal is a 'Push' transaction initiated by the donor. Transaction completes only if funds available on the Credit Card or in the Debit Bank Account
Accept Credit Card:	YES
Accept Debit Card:	YES - via the donor's PayPal account
Monthly Recurring Cost:	NO
Transaction Costs*:	FLAT RATE based on monthly dollar volume (prices may be subject to change): Canadian Registered Charity Rate: 1.6% + 30 cents/transaction Non Canadian Charity Rate: 2.9% + 30 cents/transaction
Option to Donate Costs*:	NO – there is no option to suggest/add handling costs to the donation
Deposit to Church Account*:	NO - Donation immediately deposited to church's PayPal account; Church must then transfer from PayPal account to Canadian Bank Account which takes 3-4 business days
Donor Tax Information*:	NO – PayPal does not collect donor tax information. This must be collected prior to transaction on church website or collected manually.
Detailed Donor Report*:	NO - detailed donor report/statement information not collected or provided.
Donor Notes Option*:	YES - Donor can use this field to provide envelope number and/or tax information; however donors rarely fill this field in. Smaller churches may be able to handle identifying donors by name; larger churches will need to look at website tool/3 rd party programming to collect tax information.
Donation Notification*:	YES - Email advising "name" donated "amount" with each donation sent to account email
Specific/Restricted Funds *:	NO - Donors cannot select specific funds/projects or restricted funds. Some 3 rd party website tools may provide options for this feature. Alternatively, church can setup separate PayPal accounts for each fund.
Advantages:	Quick and cost effective way to accept online donations Great solution for donations to the General Church Account/Fund No dealing with NSF or Returned Funds (PUSH Transaction)
Disadvantages:	Collection of Donor Information for Tax Receipts must be considered and arranged for either by manual registration and/or online tool. Specific Project and/or Restricted Fund donations require website tool/programming Churches uncomfortable with credit cards donations cannot prohibit credit card use Donors must setup their own PayPal account to make the donation via debit.
Specific PayPal Contact:	Jim Hakes (402) 517-4648 will assist in setup of a church PayPal account and ensure proper compliance/setup to Canadian specifications



4 Easy Steps to Accept PayPal Donations

You're just steps away from activating your new Non-Profit merchant account! Please follow the steps below or check out our demo video for a quick account activation overview. It only takes a minute!

Demo Video: [Donations](#)

Step 1: Sign-up for PayPal Payments Standard by clicking on the link below:

[Create new Business Account](#) (*Password must contain min of (8) characters, with capital and numerical values*)

Step 2: Confirm your email address - don't forget to check your email and confirm your email address. We've sent simple instructions to your account.

Step 3: Add your Banking Information

1. Log in to your PayPal account
2. Click "Profile" near the top of the page
3. Click "My money"
4. Click "Add my bank" next to "Bank accounts"
5. Enter the bank's routing and account numbers, then click "Continue"

Step 4: Integrate your website – Create a [DONATE button](#):

1. Log in to your PayPal account
2. Click "Merchant Services" tab
3. Click "Donate" under "Create Buttons"
4. Enter the Organization name/service and Donation ID (optional)
5. Customize Button – (optional)
6. Enter Currency, Contribution amount & Merchant Account IDs
7. Save your buttons – (optional)
8. Customize advanced features (optional)
9. Click "Create Button" button at the end of the page
10. Click "Select Code" to select all the button code
11. Copy the code (CTRL+C or right-click and choose Copy)
12. Paste the code (CTRL+V or right-click and choose Paste) into our own website code (reference your website builder for instructions specific to your site)
13. To create more buttons, click the "Create similar button" or "Create a new button" link and repeat steps 3 to 13

Need the ability to bill your customers? Take advantage of **PayPal's Email Invoicing** feature!

Video Demo: [Invoicing Overview](#)

1. Log in to your account
2. Click "Request Money" tab
3. Click "Create an Invoice"
4. Select PayPal's Default invoice or Create a New Template
5. Input the invoice information, preview and send

If you need **additional assistance adding PayPal buttons to your website**, or need additional assistance with **configuring your 3rd party shopping cart** or are a **developer needing assistance**. Please contact us at 1-855-684-1965, Monday through Friday, 9:00a.m. – 6:00p.m. CST.

- Select option #2 for assistance with configuring your 3rd party shopping cart with PayPal
- Select option #3 for assistance with developer questions

Once you start **accepting payments and are in need of customer support**, please contact **PayPal Business Support at 1-888-215-5506**.

