

Accepting Square Reader Donations

Church Online Giving

Square Reader is an easy way to accept credit card payments for your local church using on a smartphone or tablet. Square Reader plugs into the standard headset jack of your smartphone or tablet. Card information is encrypted at the moment of swipe so no data is stored on your device after a payment has been processed. A receipt can be sent via email or text message or it can connect a receipt printer.

Website:	www.squareup.com/ca/reader
Required Hardware*:	Yes – Free Square Reader
Direct Internet Required*:	No – Square Reader stores information if offline
Merchant Account Required*:	No
Website Link:	No – Credit cards must be swiped or keyed into a smartphone or tablet
Website Tool/Template*:	No
Setup Costs:	No - No Activation/Setup Costs
Transaction Type*:	Push – Square Reader is a ‘Push’ transaction initiated by the donor. Transaction completes only if funds available on the credit card.
Accept Credit Card:	Yes
Accept Debit Card:	No
Monthly Recurring Cost:	No
Transaction Costs*:	Pay 2.75% per transaction for Visa, MasterCard, Discover, and American Express. For example, \$100 transaction results in \$97.25 in your bank account in 1-2 business days.
Option to Donate Costs*:	No – there is no option to suggest/add handling costs to the donation
Deposit to Church Account*:	Yes – transactions deposited to church bank account in 1-2 business days
Donor Tax Information*:	No – Square Reader 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*:	No – no option for notes
Donation Notification*:	Yes - Email advising “name” and transaction “amount” email
Specific/Restricted Funds *:	No - Donors cannot select specific funds/projects or restricted funds
Advantages:	Quick and efficient way to donate Great solution for donations to the General Church Account/Fund No dealing with NSF or Returned Funds (Push Transaction)
Disadvantages:	No online option, donors must donate in person 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 not available Churches uncomfortable with credit cards donations will not like this option as debit is not an option.
Specific Contact:	Natalie natalie@squareup.com 415-367-7492
Documentation	Visit www.squareup.com/ca/reader and follow the instructions

