



Donating by e-Transfer

1) Sign On

Begin by logging into your online banking and locating the e-Transfer tool. It will likely be located under Transfers, Payments, Send Money or something similar to this – each financial institution's set up may be slightly different.

2) Set up Transaction Information

You will be asked to select your account and then enter the following:

Contact/Payee: Saskatoon Public Library
Email: giving@saskatoonlibrary.ca

SPL is set up with Autodeposit so no security question is needed.

Select your gift amount. Please note that your account may have a daily e-Transfer limit defined by your bank. You can refer to your bank plan for information about your daily limit and can contact your bank to have your limit changed.

Depending on the type of account you have, there may be a fee from your financial institution for using the e-Transfer service. Please check with your bank to determine any fees that might apply.

3) Gift Information

In the subject/message field, please provide the following information about your gift:

- i) The two letter code for the area you would like to donate to, either:
GF for the Area of Greatest Need (General Fund) or
NCL for the New Central Library
*If your gift does not state an area of direction, it will be allocated to the area of greatest need.
- ii) Your full name and mailing address if you wish to receive a charitable receipt for your donation (for gifts over \$25).

4) Send Transaction

Review/confirm your information and then click Send. You should receive a confirmation message that your e-Transfer has been successfully sent. SPL will also follow up with you to confirm that your gift was received and to provide your charitable receipt, if applicable.

If you require further information or assistance, please contact Vicki Corbin, Manager, Community Giving at 306-986-3110 or v.corbin@saskatoonlibrary.ca.