

Setting Up Electronic Payments to Give Contributions to the Church

- Enter into your banking online bill pay system (taking into consideration that each bank is different, however, each of these items will be required fields, perhaps in a different order).
- **Select Add a New Biller, Payee, etc.**
- Under **Name of Company** enter: New York City Church of Christ
- Under **Nickname** enter: NYCCOCWeekly for Weekly (For the Poor, you would add another biller with Nickname NYCCOCPoor, and for Special, NYCCOCSpec. This will make it easier for you to select the correct biller when giving these different contributions).
- Under **Account Number (THIS IS IMPORTANT!)** enter your Region and Type of Contribution as follows (Brooklyn used as example): BKNWeekly, BKNPoor, BKNSpec, etc. This tells us in the office which Region (see below for abbreviations) the check is from and what Type of Contribution that it relates to.
- Enter the **Church Address** as follows: 400 Plaza Drive, Suite 103, Secaucus, NJ 07094
- Enter the **Church Phone Number** as follows: 201-568-7963
- **Save the New Biller, Payee, etc.**

In Summary, if you used this example, you would have setup THREE separate Billers or Payees in your banking bill pay system with Nicknames: NYCCOCWeekly, NYCCOCPoor, and NYCCOCSpec. And you would have assigned them respectively with the Account Numbers: BKNWeekly, BKNPoor, and BKNSpec, of course, changing the Region to your actual region.

Most bill pay systems allow you to setup automatic payments for billers, so you can use that feature to give the contributions weekly, **if you wish**. ***Or, you can manually issue the payments*** on a weekly basis, as well. Any questions just give Bobby Ritter a call at: 201-568-7963.

REGION ABBREVIATIONS

BRX- Bronx Region

MAN-Manhattan

BKN-Brooklyn

NJR-New Jersey

HRL-Harlem

HVL-Hudson Valley

LIN-Long Island

LWC-Lower Westchester

QNS-Queens

STI-Staten Island

WCH-Westchester