

## Online Donation Instructions (网上奉献指南)

Dear brothers and sisters (亲爱的弟兄姐妹们),

You could donate funding to our Church's account at SunTrust (您可以在网上奉献至我们在 SunTrust 银行的账号):

Routine Number (银行代码): 053100465

Account Number (账号): 531052724

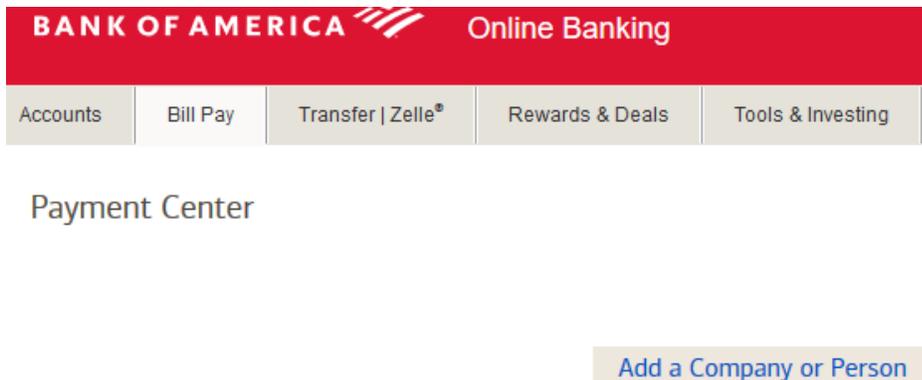
Account Name (账户名): Chinese Christian Mission Church

Account Address (地址): 4528 Bennett Memorial Rd, Durham, NC 27705

Account Type (账户类型): Business Checking

There are multiple ways, but we will introduce two of them by using Bank of America as an example (可以有很多方式，但我们只介绍两种方法，以美国银行为例):

### 1. Bill Pay (电子付账).



When you click on button "Bill Pay", you will see above screen, then click on "Add a Company or Person" (当您点击 Bill Pay 后，界面如上图，点击添加账户)

A pop-up window like below will pop up. Add our church name and click on search (一个添加账户的窗口会弹出，输入教会名字，按搜索).

**Add a company or person**

Company

Person

Search Our Network

Chinese Christian Mission Church



Utilities



Phone



Insurance

Because our church is not in the list of companies, click on “Add a company or person” again, a new pop-up window will pop up. Then you could enter our church’s information. You could use your account number at our church if you know or any number as your Account Number (因为该银行没有我们教会的信息，请再次点击添加账号，一个新的窗口会弹出，这时就可以输入我们教会的信息。其中的账号一栏，您可以用您在我们教会奉献收据上的账号或者随机填一个数字如 123).

### Add a company or person

Company

Person



Other company

#### Company Name

Chinese Christian Mission Church

#### Account Number

123

#### Nickname (Optional)

#### Address Line 1

4528 Bennett Memorial Rd

#### Address Line 2 (Optional)

#### City

Durham

#### State

NC



#### ZIP Code

27705

-

#### Phone Number

919

794

-

4743

the phone number you'd call if  
you had a problem with your bill.

Click on “Add” and then our church will be in your Bill Pay list. When you decide to donate, you could enter amount of money and choose when you would like to donate. Then click on Make Payments. Your bank will mail a check to our church on the day you select. Or you could set up AutoPay (点击添加，这时我们教会就会在您的支付账单里。当您想奉献时，请输入您愿意奉献的金额及时间，点击付账，银行就会在您制定的日期将支票寄到教会。您也可以设置自动付账).

**Request eBills**

Activity Reminders AutoPay eBills

 **Chinese Christian Mission Church**  
\*123  
[Details](#)

**Amount**  **Deliver By**   
Earliest Payment Date: 03/19/2020

[Add Memo/Note](#)

Activity Reminders AutoPay

Always show **Make Payments** **Make Payments**

## 2. Transfer (转账)

You could also use “Transfer” service to send money to our church’s account from your own personal SunTrust account or other banks. If you do not have a SunTrust account and your bank does provide Transfer service to other banks, your bank may charge some service fee (e.g. at least \$3 in Bank of America) (您可以选择使用银行的转账服务，如果您没有 SunTrust 账户，同时您的银行也提供银行之间的转账服务，您的银行可能会收取一些手续费，如美国银行至少会收取 3 美元服务费). If you have a SunTrust account, this service is free (如果您有 SunTrust 账户，此服务免费).

**BANK OF AMERICA** Online Banking Shufa Du | Profile & Settings

Accounts Bill Pay **Transfer | Zelle®** Rewards & Deals Tools & Investing Open an Account

**Send money to/from other banks, or to someone else using an account number**

Make Transfer Transfer Activity Add Account/Recipient Manage Accounts/Recipients

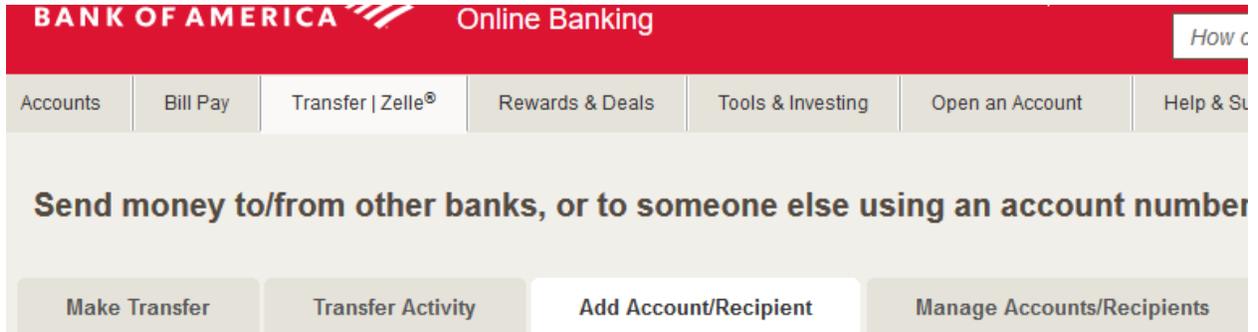
**i** The limit for a single transfer is \$1,000.00. To transfer greater amounts, [enroll in SunTrust's extra layer of protection](#) against fraud and identity theft.

\* required

**From \***  
Transfer money from

**To \***  
Transfer money to  [Add account/recipient](#)

When you click on using someone's account number at another bank, your screen will look like (当您选择用别人的账户时，屏幕会显示如下):



Set up a new account that you can use for transferring money. To add one of your investment accounts at another institution, [browse](#)

- Domestic (U.S.)       International

**What type of account is it? \***

- My personal account at another bank (for transfers to and from)  
 My personal account at another bank (only transfers to)  
 Someone else's personal account at another bank (only transfers to)  
 A business account, mine or someone else's, at another bank (only transfers to)

**Protect your identity**

To help protect your identity from fraud, enter the Bank of America debit or credit card information associated with your account. [Request an optional debit or a credit card.](#)

**Authenticate**

Card Number:

Expiration: --  --  --

3 or 4 digit security code  [What is this?](#)

To avoid having to enter your credit card information, you may authenticate your identity through [SafePass](#), Bank of America's extra layer of protection against fraud and identity theft. With [SafePass](#), adding accounts is easier and you are not limited to transfers of \$1,000 or less.

[Enroll in SafePass now.](#)

Choose Domestic and a business account. Your bank may need some authenticate information from you (选择国内、商务账号，您的银行可能需要您提供一些验证信息，如上图).

After your bank verifies your information, click on Add Account and then you could enter our account information (您的银行确认后，点击添加账户，然后输入我们的账户信息).

The image shows a screenshot of the Bank of America Online Banking interface. At the top, there is a red header with the Bank of America logo and the text "Online Banking". Below the header is a navigation menu with tabs for "Accounts", "Bill Pay", "Transfer | Zelle®", "Rewards & Deals", "Tools & Investing", and "Open an Account". The main heading reads "Send money to/from other banks, or to someone else using an account". Below this heading are four buttons: "Make Transfer", "Transfer Activity", "Add Account/Recipient", and "Manage".

Under the "Add Account/Recipient" button, there is a section titled "Set up a new account that you can use for transferring money. To add one of your investment accounts at another institution". This section contains two radio buttons: "Domestic (U.S.)" (which is selected) and "International".

Below the radio buttons is a question: "What type of account is it? \*". There are four radio button options:

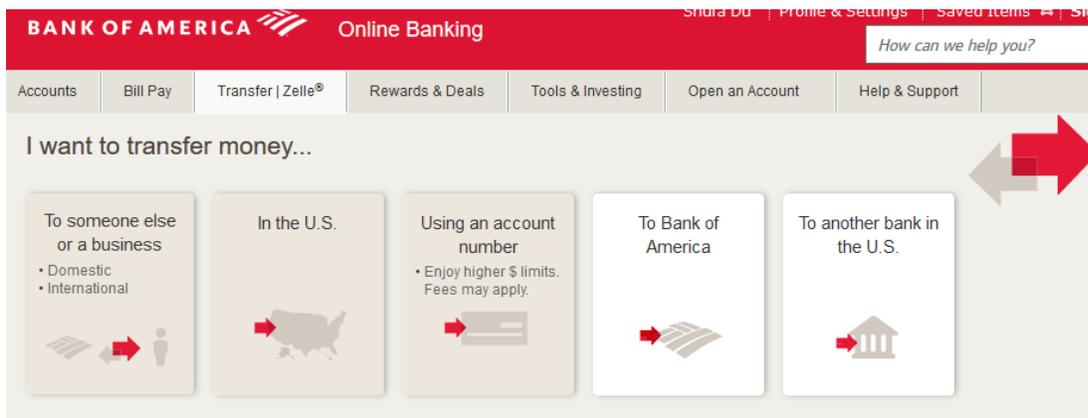
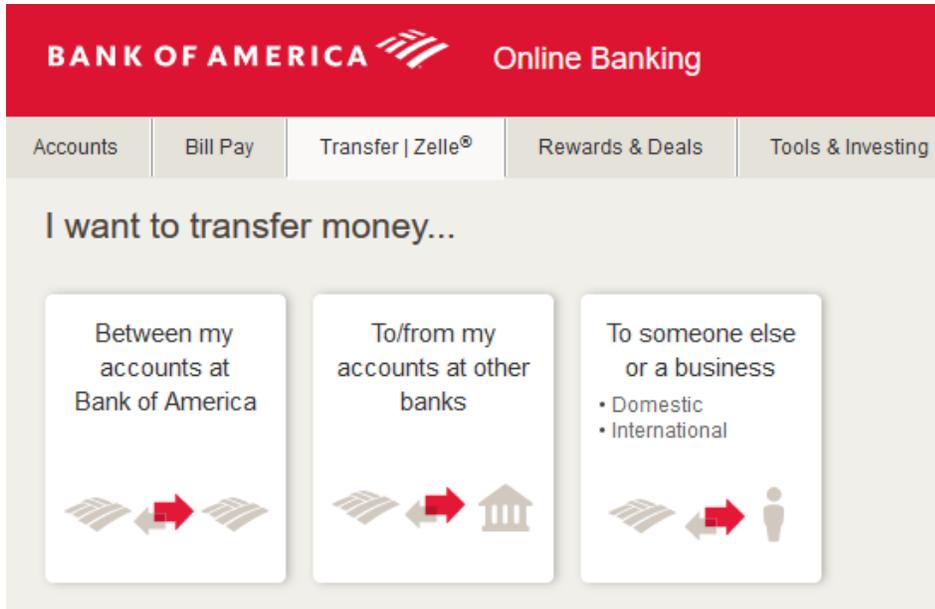
- My personal account at another bank (for transfers to and from)
- My personal account at another bank (only transfers to)
- Someone else's personal account at another bank (only transfers to)
- A business account, mine or someone else's, at another bank (only transfers to)

The form then contains several input fields and dropdown menus:

- Business name \***: A text input field.
- Nickname you would like to call this account**: A text input field.
- Street address \***: A text input field.
- City \***: A text input field.
- State \***: A dropdown menu with "Choose State" selected.
- ZIP code \***: A text input field.
- Email address**: A text input field with a placeholder "(me@me.com)".
- Routing number \***: A text input field with a link "How do I find the routing number?".
- Account number \***: A text input field.
- Re-enter Account number \***: A text input field.
- Account type \***: A dropdown menu with "Select an account type" selected.

Then you could transfer funding to this account.

Sometimes, your screen may look like below (现在您就可以奉献了。有时您的屏幕可能像下面这样).



Choose amount and date you would like to donate. Then It's done (选择您愿意奉献的金额及时间就可以了).

Thank you. May the Lord bless you and your family (谢谢您! 愿神祝福您及您家)!