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# Evangelical Chinese Church of Tacoma 塔可马华人证道堂 BANK OF AMERICA ACH Transfer Offering Instructions 线上奉献(美国银行 ACH 转账服务) 设置步骤

The instructions below show how to contribute to Evangelical Chinese Church of Tacoma through online banking via ACH Transfer service offered by Bank of America 以下说明展示了如何通过美国银行提供的在线银行服务中的 ACH 转账服务,对塔可马华 人证道堂进行奉献。

# Set up ECCT as a account/recipient (go to #5 if you already have ECCT setup) 设置塔可马华人证道堂为收款对象(如果您已完成设置,请跳至步骤 # 5)

 Go to the website of Bank of America (<u>www.bankofamerica.com</u>). Log into your online banking. Then, move cursor onto "Pay & Transfer" and click "Send a wire/ACH" in the drop-down list

打开美国银行网站(<u>www.bankofamerica.com</u>)。登录您的在线银行账户。然后将 光标移至 **"Pay & Transfer"**,点击下拉菜单中的 **"Send a wire/ACH"** 

Bank of Am	Transfer between	my accounts	BofA credit cards		Pay a	person
Hello, I	Make a transfer		Pay my credit card		Send r	noney with Zelle®
	View/manage trans	fers	Pay an account for someon	ie else	Zelle a	ctivity
			View/manage payments		Zelle r	ecipients
Chi	Wire / ACH Send a wire/ACH		Manage accounts from othe	er banks	Zelle s	ettings
Qui	View/manage wire	& ACH activity	Bill Pay		Send t	o other BofA accounts
A			Make a payment			
Qui			View/manage payments			
Re			Manage accounts from othe	er banks		
Qui			Help			



## 2. Click 点击 "Add account/recipient"

Send a Wire or	ACH transfer	r			
Make Transfer	Transfer Activit	ty A	dd Account/Recij	pient	Manage Accounts/Recipients
* required					
From *					
Transfer money from				,ρ	
To *					
Transfer money to				А	Add account/recipient
Amount *					
\$					
Frequency *					
Select frequency	~				
Description (optional)	What's this for?		]		







 Select "Domestic (U.S.)", then select "A business account, mine or someone else's, at another ban (only transfers to)". Fill form with following info.

点选 "Domestic (U.S.)", 然后点选 "A business account, mine or someone else's, at another ban (only transfers to)". 使用下列信息填写表格

- a. Business Name (公司名称): Evangelical Chinese Church of Tacoma (塔可马华人 证道堂)
- b. Street address (地址): 7701 Lakewood Dr. W
- c. City (城市): Lakewood
- d. State (州): WA

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- e. Routing number (银行路由号): 125000574
- f. Account number (银行账号): 471021041648
- g. Re-enter Account number (再次输入银行账号): 471021041648
- h. Account Type (账号类别): Business Checking

Check box under (勾选) "2. verify your identity" and then click (点击) "Add Account"

Domestic (U.S.)	O International			
1. What type of account My personal account a My personal account a Someone else's person A hypinese account of	nt is it? * it another bank (only transf it another bank (for transfe nal account at another bank ina or someone else's at a	ers to) rs to and from) ( (only transfers to) orther back (only transfers to)		
A pusiness account, in	ine or someone else s, at a	nother bank (only transfers to)		
Business name *	Church of Tacom			
Nickname you wou	ld like to call this accoun			
Street address *				
7701 Lakewood Dr V	4			
City *	-			
State *				
Washington	~			
ZIP code *				
Routing number *	How do I find the routing n	umber?		
KeyBank				
Account number *				
Re-enter Account n	umber *			
Account type * Business Checking	~			
Notes				
Notes are for your re-	cords only. They aren't sent	to other banks.		
		- la		
2. Verify your identity				
To add the account (U.S. mobile number a	nt/recipient we need to v nd debit card needed), o	verify your identity using Secure or a USB Security Key. Click to co	d Transfer ntinue.	
Add Account	Cancel			
ʻg 770	1 Lakewood	Dr W, Tacoma, W	A 98499 ecco	ftacoma@gmail.con
-				



 Now ECCT is setup as a recipient in ACH transfer 塔可马华人证道堂已被添加为 ACH 转账的收款对象

Ready to Make offerings using online ACH transfer service 可以开始使用 ACH 转账服务进行奉献







### Make Offering Using ACH Transfer Service 使用 ACH 转账服务进行奉献

- Select "From" account, and then select ECCT Keybank account as "To" account 在 "From" 框内选择出款账号, 在 "To" 账号框内选择塔可马华人证道堂 keybank 账 号
  - a. Select delivery speed option with \$0 fee (选择免费的汇款服务选项)
  - b. Enter the offering amount in the **"Amount"** Box (在 "Amount"框中输入奉献金额)
  - c. Frequency (奉献频率)

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- d. Enter the designation in the "Description" box for your offering (For example: General Fund, FISH, Other or etc.)
   在 "Description" 框中输入您的奉献用途(例如:一般基金, FISH, 其他等)
- e. Click (点击) **"Continue Transfer"**

Make Transfer	Transfer Activity	Add Account/Recipient	Manage Accounts/Recipie	nts
* required				
10000000000				(
From *		- W	P	
				L C
To *			Add account/recipient	1
LCCT 1040 (Reyballk)			Add account/recipient	1
Delivery speed : Lea	rn more about your delivery	y speed types, fees and limits.		t
		ter an and a state of the state		3
<ul> <li>3 business days,</li> <li>Next business day</li> </ul>	SU fee, ACH Transfer, 8 PM	M ET cutoff time		
<ul> <li>Same business da</li> </ul>	ay, \$30 fee, Wire Transfer,	, 5 PM ET cutoff time, most often re	equired for real estate closings;	F
money is not reco	overable; similar to using a	cashier's check to get final funds to	a recipient	F
Learn more about Ad	CH and wire transfers			
Amount *				
\$	200			
Frequency *				
One time, immediately	<b>~</b>			
Start on date: 07/	10/2023			
Ectimated arrival	ate: 07/11/2022			
Estimated arrival t	ate: 07/11/2025			
Description (optional)	What's this for?			
General				
Please do not use specia	al characters: % < > : - #/	/ 8, ^		
Continue Transf	er Cancel			



### 6. Click (点击) "Make Transfer"

Send a Wire or	ACH transfer		
Make Transfer	Transfer Activity	Add Account/Recipient	Manage Accounts/Recipients

If you authorize this transfer select "Make Transfer", otherwise select "Don't Make Transfer".

From:	Adv Tiered Interest Chkg -
To:	ECCT 1648 (KeyBank)
Delivery speed:	Next Business Day
Delivery method:	ACH
Amount:	\$300.00
Fee:	\$0.00
Frequency :	One time, immediately
Start on date:	07/10/2023
Estimated arrival date:	07/11/2023

- Make Transfer Don't Make Transfer
- 7. ACH transfer is completed and confirmation page will be displayed on your screen ACH 转账完成,确认页面将会在屏幕上显示

