



## HOW TO MAKE A DONATION USING E-TRANSFER

1. Log into your online banking or mobile banking app.
2. Go to the payments section and select e-Transfer.
3. Select the account to transfer the funds from and specify the amount in CAD\$ to transfer.
4. Select new recipient/Payee and provide the following details:
  - **Recipient/Payee Name:** Chatham-Kent Hospice Foundation
  - **Email address:** [donations@chathamkenthospice.com](mailto:donations@chathamkenthospice.com)
  - **Method of notification:** email

**Note:** The Chatham-Kent Hospice Foundation email address is set up for Auto-Deposit. (A security question and answer is not required) Your confirmation should indicate that the funds were automatically deposited in our account.

5. ***Please include the following information in the message field to enable us to send you your charitable donation tax receipt.***
  - First & Last Name
  - Mailing Address (full)
  - Email Address
  - Phone Number (optional)
  - Is this donation dedicated to someone special? Please include their name
  - Would you like us to notify the family? Please provide their contact information
  - Any other special instructions you would like to share with us

**Note:** Depending on your bank, there may not be room to include all the information necessary so please **send additional information to us via email at [donations@chathamkenthospice.com](mailto:donations@chathamkenthospice.com)**

6. Send your transfer.
7. If you have any questions about your donation, please give us a call at 519-354-3113 ext. 2403 or send by email to [donations@chathamkenthospice.com](mailto:donations@chathamkenthospice.com)

**THANK YOU!**