

How to use “Bill Pay” for offerings to Forgiven Lutheran Church

1. Most banks have a menu item or option labeled “Payments” or “Move Money”
2. Under that menu item, most banks have a selection labeled “Bill Pay” along with others
3. Selecting “Bill Pay” usually takes you to a screen where you can select “Vendors” or “Billers” you’ve already paid as well as an option to “Add new Vendor/Biller”
4. Choose “Add new” and you’ll likely be presented with a form to add the name and address for the new “Vendor/Biller”. Some banks may require a phone number as well. For the address and phone, use the following:
 - a. Name: Forgiven Lutheran Church
 - b. Address: 2107 Tower Road, Kronenwetter, WI 54455
 - c. Phone: 715-415-1600
5. If your bank requires an account number, this is NOT asking for an account number for Forgiven at your bank. This is used to print on the check in the case of an actual “Vendor/Biller” payment so the vendor could match the check to your account with that vendor. You can fill in whatever number you like such as your house number or your phone number. Forgiven doesn’t currently use this number for anything as we match the offering to your name instead.
6. If your bank requires an email address, please fill in your personal email address. If there is a problem with a payment, the bank may contact you at this email address.
7. After you complete the “Vendor/Biller” setup, you’ll be able to select Forgiven Lutheran Church and enter the “Bill Pay” details.
 - a. You’ll be able to enter an amount and a date for the “payment/donation.”
 - b. You may be able to enter a memo for the check. This is where you could designate the offering for the Operating or the Building fund.
 - c. You may also be able to set up recurring “payments/donations.” Some banks have this setup as part of the overall Vendor/Biller setup instead of the “Bill Pay” details. It may also be called something like “Auto Pay” instead of recurring payments.
8. Your bank will then send a check to the church just as if you had written it out yourself.
9. You won’t need to fill out any sort of form for the church office and you control all the details of the “payments/donations” right from your banking app/website.
10. Using the “Bill Pay” feature with your bank costs you nothing and costs the church nothing. Using an online method for offerings usually costs the church a certain percentage of the offering as well as a per transaction fee. If at all possible, we encourage members to use “Bill Pay” when available from your bank.



I AM • YOU ARE • WE ARE

**FORGIVEN
CHURCH**

FORGIVENCHURCH.COM