

Email payment method for all dues and fees

Payment of membership dues and fees for other playing events or social events can be made using the Internet. If you use a web banking service with your bank account, you have the capability to "email" money to the TFHC's bank account.

The email payment method on a web banking service is known as an *Interac Email Money Transfer*.

The set-up to do an *Interac Email Money Transfer* is:

1. Set-up the TFHC as a recipient using fees@torontofield.com as the email account.
2. You set-up a "security" question that has to be answered by the TFHC treasurer when the email transfer is received by fees@torontofield.com.
 - a) The question should be, "What do I pay TFHC?"
 - b) The answer has to be, "TFHCFee".

This is the answer that the treasurer will use to successfully accept the email transfer.

The transaction method to do an *Interac Email Money Transfer* is:

1. Use the Send Money option on your web banking site.
2. Choose TFHC as the recipient.
3. Fill in the amount of money that you will send to the TFHC less \$2.00 which is the maximum fee that you may be charged by your bank to do the transfer (*TD Bank charges \$1.50*).
4. In the Message Section that is sent as part of the email transfer please provide the following information:
Member Full Name
Type of Fee that is being paid, e.g., "Junior Girls Indoor Fee" or "Toronto Cup Player Fee"
5. Send the Money

fees@torontofield.com receives the email so the Message Section is VERY IMPORTANT in letting us know who sent the money and what is the payment for (your email address is also included in the payment email).

After the email payment is accepted by the treasurer, you will receive a confirmation email from your bank that the payment was completed successfully. PLEASE KEEP THIS EMAIL AS YOUR CONFIRMATION THAT YOUR PAYMENT WAS PROCESSED SUCCESSFULLY.

If you have a web banking service, we ask that you use this method to pay your annual dues and all fees as this will save the secretary and treasurer a great deal of time by not having to deal with collecting and depositing cheques and cash.

YOU HAVE TO FILL OUT A MEMBERSHIP FORM EVEN IF YOU USE THE EMAIL PAYMENT METHOD.