

# **Interac e-Transfer Tip Sheet**

## **Kingston Tennis Club**

### **General Information about e-Transfers**

An *Interac* e-Transfer® is an easy, convenient way to send money from your bank account to anyone with an email address and an eligible bank account at a participating Canadian financial institution.

To register for the *Interac* e-Transfer service, simply login to your online banking, and follow the attached instructions to set up a new recipient.

When you use *Interac* e-Transfer, an email is sent to your recipient with instructions on how to collect the funds you sent.

After logging into a participating bank's online banking service, your recipient will be prompted to answer a Security Question created by you. The recipient can then deposit the money into their bank account safely and securely. The recipient often has up to one month to respond; after this, the fund transfer will expire.

You will find illustrated steps for setting up a new recipient through TD Bank in this document. This information varies slightly with each banking institution. If you bank with a different institution, you can usually find assistance with e-Transfers in their help menu.

### **To send an e-Transfer to the Kingston Tennis Club**

Login to your online banking account to send an Interac e-Transfer to the Club's treasurer at:

[treasurer@kingstontennisclub.com](mailto:treasurer@kingstontennisclub.com)

You will be required to enter a Question & Answer for security purposes.

Your Question should be: **What is my invoice number? (or similar)**

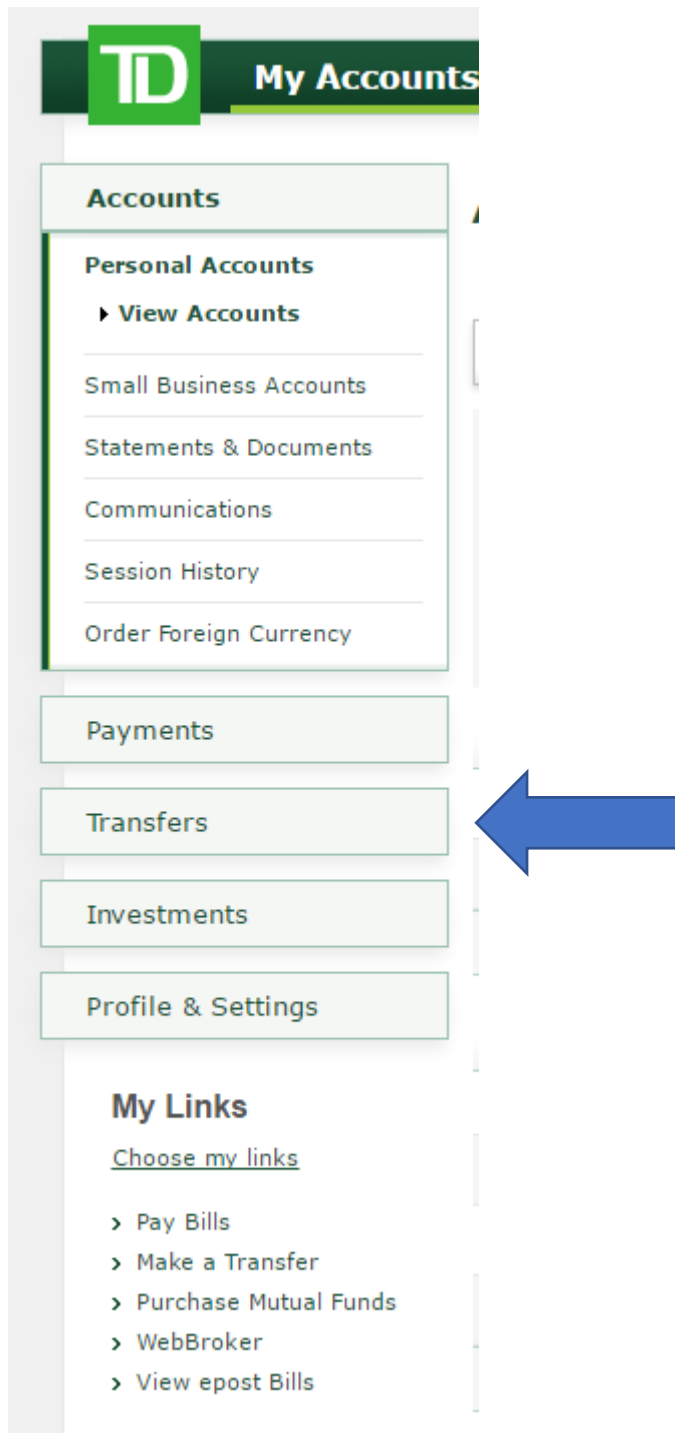
Your Answer should be: **the letter “t” followed by the 5-digit INVOICE NUMBER (txxxxx, where “xxxxx” is your invoice number)**

**Please include the names of who & what you are paying for in the Notes section of the e-Transfer.**

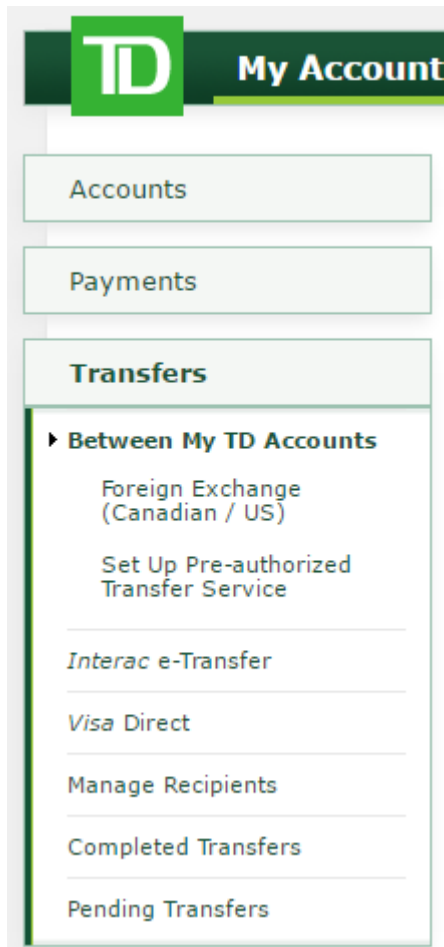
(If you are paying for more than one item, please use the latest invoice number in your list: in other words, the invoice number of the last item in your list).

## EXAMPLE: TD CANADA TRUST E-TRANSFER SET UP

1. Select **Transfers** from the menu.



2. Select **Interac e-Transfer** and follow the registration process



3. Choose Manage Recipients to set up new Recipient

**Transfer Funds**

by *Interac e-Transfer* [Cor](#)

**Step: 1 of 3**

To send an *Interac e-Transfer*, enter the details below. An email will be sent to the recipient notifying him/her of the incoming transfer. To collect the money, the recipient must correctly answer the [Security Question](#). Once the recipient has collected the money, the transfer cannot be cancelled.

**From:**

Name / Email:  [Update](#)

Account:

Amount: \$

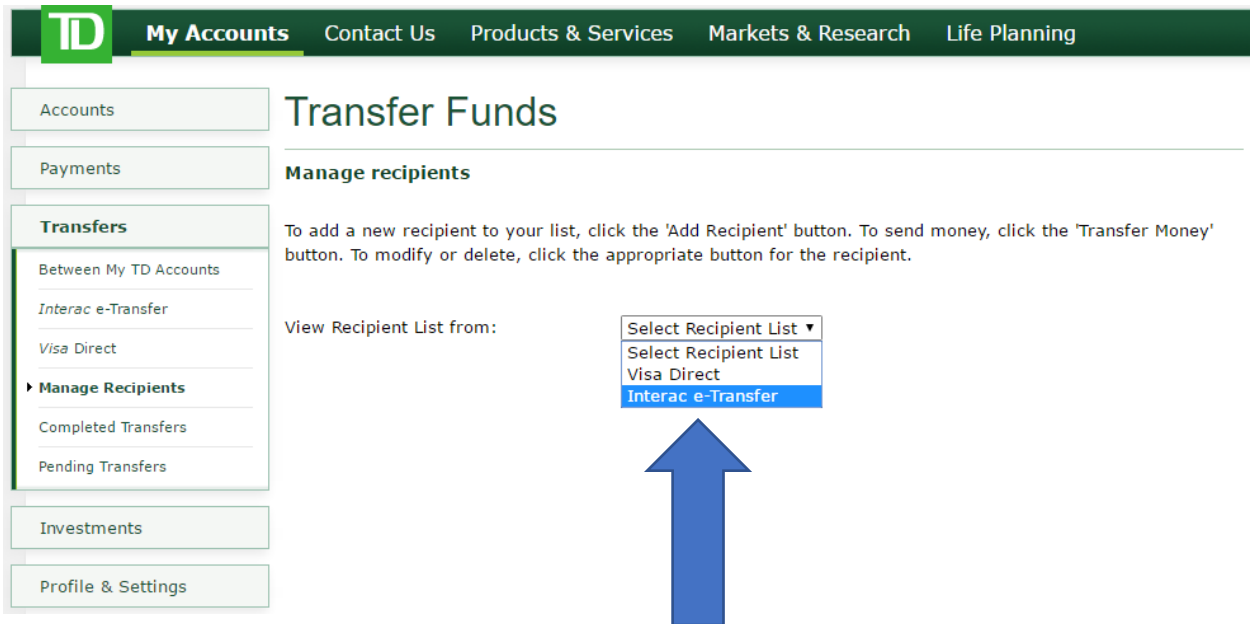
**To:**

Recipient:  [Update](#)

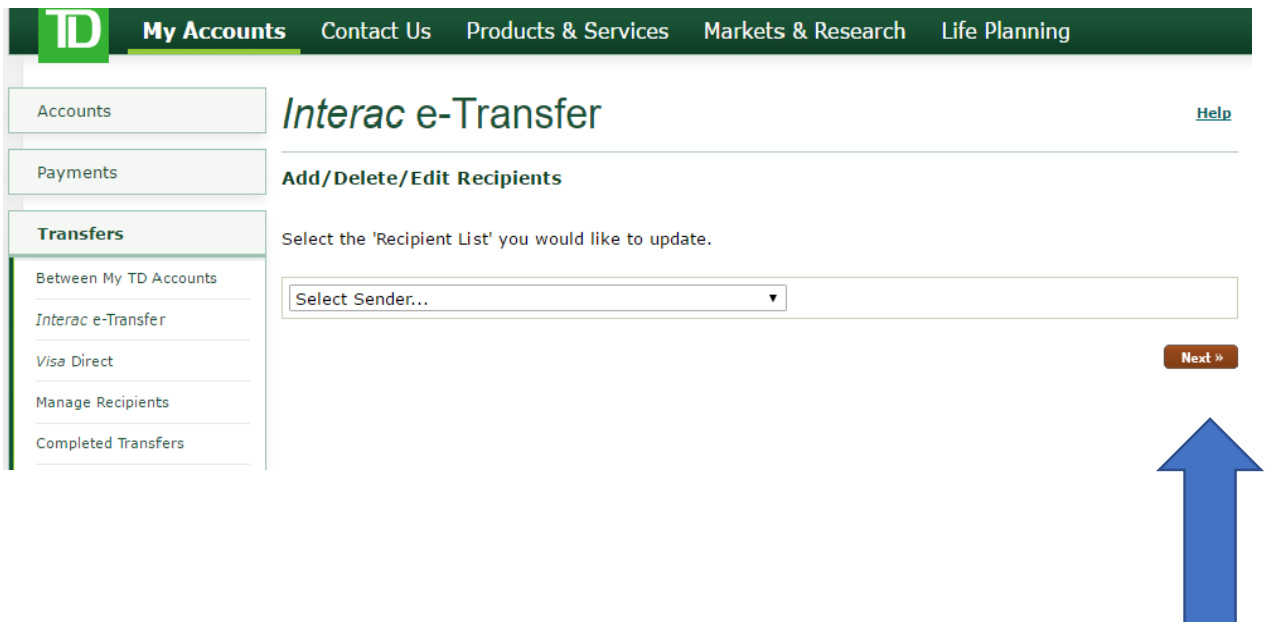
Message: Please **do not** include the Security Question or Answer in this message.

<sup>1</sup> There is no *Interac e-Transfer* fee for transfers made from a personal chequing account with an All-Inclusive Banking Plan, or from a business chequing account with a TD Unlimited Business Plan.

- Click on the drop down arrow and choose Interac e-Transfer



- Click on the drop down arrow and choose the Bank account you will be sending the funds from for this Recipient. Once chosen, click on Next (bottom right of screen).



6. Click on Add Recipient

## Transfer Funds

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### Add/Delete/Edit Recipients

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To add a new recipient to your list, click the 'Add Recipient' button. To send money, click the 'Send Money' button. To modify or delete, click the appropriate button for the recipient.

View Recipient List from:

Interac e-Transfer ▼

Add Recipient

Send Money



7. Fill in the boxes with the appropriate information. When information is complete, click on Next (bottom right).

# Transfer Funds

[Help](#)

## Add a Recipient - Interac eTransfer

Step: 1 of 3

To add a new recipient, enter the recipient's information.

### Recipient Information

The recipient's email address will be used to notify the recipient of incoming transfers. It is important that this [email address is correct](#).

Name:

Email:

Email Language Preference:

### Security Information

The Security Question and Answer play a key role in the security of an *Interac* e-Transfer. To collect the money, the recipient must correctly answer the [Security Question](#). [Additional assistance to create an effective question and answer](#).

Security Question:  [What's this?](#)

Answer:

Confirm Answer:

Next »

When you register at the KTC and select e-Transfer as your payment option, the following message will be displayed above your invoice:

Login to your online banking account to send an Interac e-Transfer to the Club's treasurer at:

[treasurer@kingstontennisclub.com](mailto:treasurer@kingstontennisclub.com)

You will be required to enter a Question & Answer for security purposes.

**Your Question should be: What is my invoice number? (or similar).**

**Your Answer should be: the letter "t" followed by the 5-digit INVOICE NUMBER**

**Please include the names of who & what you are paying for in the Notes section of the e-Transfer.**

(If you are paying for more than one item, please use the latest invoice number in your list: in other words, the invoice number of the last item in your list).

Refer to the following illustration to see the completed fields:

Recipient Information	
The recipient's email address will be used to notify the recipient of incoming transfers. It is important that this <a href="#">email address is correct</a> .	
Name:	<input type="text" value="Kingston Tennis Club"/>
Email:	<input type="text" value="treasurer@kingstontennisclub.com"/>
Email Language Preference:	<input type="text" value="English"/>
Security Information	
Update the Security Question, then enter and confirm the Answer. To collect the money ( <a href="#">including pending transfers</a> ), the recipient must correctly answer this <a href="#">Security Question</a> .	
Security Question:	<input type="text" value="What is my invoice number?"/> <a href="#">What's this?</a>
Answer:	<input type="text" value="txxxxx"/>
Confirm Answer:	<input type="text" value="txxxxx"/>

[Next >](#)

Remember that “xxxxx” is your 5-digit INVOICE NUMBER.

8. Click Finish



# Transfer Funds

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## Add a Recipient - Interac eTransfer

Step: 2 of 3

Complete the transaction by verifying the details.

Recipient's Name:	Kingston Tennis Club
Recipient's Email Address:	treasurer@kingstontennisclub.com
Email Language Preference:	English
Security Question:	What is my invoice number?
Answer:	txxxxx

[« Back](#)

[Finish](#)



9. Click on Send Money

# Transfer Funds

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## Add a Recipient - Interac eTransfer

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Step: 3 of 3

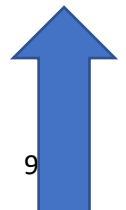
Your 'Add Recipient' request was completed successfully.

Recipient's Name:	Kingston Tennis Club
Recipient's Email Address:	treasurer@kingstontennisclub.com
Email Language Preference:	English
Security Question:	What is my invoice number?
Answer:	txxxxx

[Add Another Recipient](#)

[Send Money](#)

[Print](#)



10. Select the correct name, account, and amount to be paid. Choose ‘Kingston Tennis Club’ as the Recipient. In the Message field, fill in a description of what you are paying. For example:

“Family Membership for Joanne Fraser”

Click on Next, then Confirm the payment. Once your payment is processed by the Kingston Tennis Club, you will receive an email that the payment was received. If you do not receive this email within 48 hours, email [treasurer@kingstontennisclub.com](mailto:treasurer@kingstontennisclub.com) to enquire about receipt of the transfer. Processing is done by members of our volunteer board who have multiple demands on their time, so please expect a time lag in the acceptance of your e-Transfer.