

Thank you for your interest in using **Zelle®** to contribute to FRC!

What is Zelle?

Zelle is a peer-to-peer (P2P) payment service that lets you send and receive money directly between US bank accounts instead of writing a check, handling cash, or using a debit or credit card. All that is needed is the recipient's name and email address or mobile number. Transfers usually arrive within minutes.

This payment service is built into the apps of more than 2,200 banks and credit unions in the US. If a bank is part of the Zelle network, you can access Zelle directly from your banking app on your computer, tablet, or phone. Zelle does not charge a fee to send or receive funds.*

Instructions for Using Zelle for Contributions to FRC

If you have used Zelle before, you can skip to step #3.

1. Verify your bank is part of the Zelle network. Use the following link or QR code to go to where you will enter your bank or credit union and see whether it's part of the network. If it isn't, you cannot use Zelle.

<https://www.zelle.com/get-started>



2. If they are in the network, a window will appear saying something like "Great News! Your bank offers Zelle!" Click on the button to continue to your bank. This will bring you to your banking app, where you will need to log in.

3. Navigate to the Zelle area in your banking app (often under Payments, Send Money, or Transfer) and choose “Zelle”
4. Choose “Pay”
5. Choose “Add new person or company”
6. Choose “Business”
7. Choose “Mobile number or email”
8. For the email, enter treasurer@frctampa.org. For the name, enter **First Reformed Church of Tampa, Inc.**
9. After any verification screens, you will be asked who you want to pay. Choose First Reformed Church of Tampa, Inc. and the account you want to send money from. Enter the amount. For your first contribution, we recommend a small test amount. Once we confirm receipt, you can send your regular amount.**
10. Next, you will choose a date and enter a message. In the message, you designate what your contribution is for. If you don't include a message, FRC will apply your contribution to the worship offering. You can also split your contribution in the message, just like you would write a memo on a check. This screen is also where you set up recurring contributions. Your bank may not allow that feature on the first payment.
11. Follow the prompts to complete the transaction. You will likely receive emails and/or texts from your bank about setting up Zelle, adding a recipient, and confirming that you made a payment to FRC.
12. FRC will receive an email from our bank letting us know we have received a payment through Zelle from you. If we have your email address, we will forward this email to you and thank you for your contribution. This will be your confirmation that we received the funds.

Questions or Issues? Email treasurer@frctampa.org for help.

*A few financial institutions charge fees for Zelle transactions. Inquire with your bank regarding this.

** Financial institutions have limits on the daily/monthly amounts you can send with Zelle. To find your bank's limit, open your banking app and go to the Zelle section. Look for the section labeled something like **Zelle limits**, **Transfer limits**, or the **Send with Zelle** details screen.