

Online Remittance Instructions

This process allows you to submit your payments to our office electronically without having to forward any paper or email backup. It requires a one-time setup on your banking website to enable you to remit monthly to the projects you give to on a regular basis.

Church Portal

In preparation for setting up your Online Remittance for your monthly donations, login onto the church portal, go to Reports>Online Remittance Instructions where you will find a list of donation codes to which you have given to for the past 12 months.

Church Banking Website

1. Sign in to your Online Banking
 2. Select Bill Payments
 3. Select Pentecostal Assemblies of Canada as a new payee
 - Please note the **exact** wording for the different banks
 - CIBC – Pentecostal Assemblies Canada
 - Scotia – Pentecostal Assemblies Canada
 - RBC – The Pentecostal Assemblies of Canada
 - BMO – The Pentecostal Assemblies of Canada
 - TD – The Pentecostal Assemblies Canada
 - Credit Unions – The Pentecostal Assemblies Canada
 - Setup a separate bill payment for each donation
Ex. If you have 5 donations, you will need to set up 5 payees (PAOC) all with different account #'s (which would be the Remittance Code found on the portal)
- Pension Remittance:
4. Since the report you are accessing is a Missions Giving Report, your Pension codes are not included. Please call the Accounting Department at **905-542-7400** or email at donations@paoc.org for additional coding
 5. Enter the amount you wish to pay
 6. Confirm your transaction
 7. Note: If your amounts are the same each month, you can set up the donations as “Recurring Transactions”, following the banks online Recurring instructions. This will save you the extra step of remitting every month.

Note: If you bank with a Credit Union and we are not listed as a “Payee”, please notify us and we will work on getting us listed with your particular banking institution.