

Instruction of How To Transfer Funds To NCCEC and Gospel CAN

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1. **Cut a check** payable to New Castle Chinese Evangelical Church or Gospel CAN, and mail it to the following address: 105 Morrison Avenue, New Castle, DE 19720
2. **Banking Information For Online Banking:**
 - a. New Castle Chinese Evangelical Church (NCCEC)
 - i. Bank Name: M&T Bank
 - ii. Bank Routing # 031302955
 - iii. Bank Account: checking, 29732264
 - b. Gospel Church for All Nations
 - i. Bank Name: PNC Bank
 - ii. Bank Routing: 031100089
 - iii. Bank Account: Checking, 5695964617
3. **Online transfer funds to NCCEC or Gospel CAN:** log into your on-line banking website, and go to My Account, click Pay and Transfer



- a. **Make an external transfer:** you will need to set it up first, you will be prompt with instruction once you click “Make an External Transfer”; follow the instruction to finish the set up and contact with your bank if you have any question. **Please note, some bank may charge transfer fees for each transaction.**

The following is one example of steps to set up “Make an external transfer”

Financial Center ▾ Pay and Transfer ▾ Customer Service ▾

Funds Transfer
Make a transfer
Scheduled transfers

External Transfers
Make an external transfer
Make a recurring external transfer
Scheduled external transfers
Manage external transfer accounts

Bill Payments
Pay bills

Bill Payment Reports
Manage bill payment categories
View bill payment reports
Search bill payment records

We Stand for Service™

Financial Center Accounts ▾ Pay a

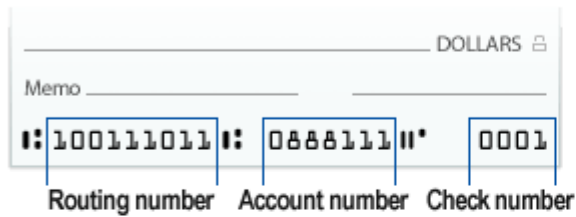
Quick Links

- Scheduled external transfers
- **Manage external transfer accounts**
- Pay bills
- My bills & scheduled payments
- Account activity

Add an External Transfer Account

Please tell us about the external transfer account and click "Continue."

For checking accounts, the account and routing number can be found at the bottom of your checks. For savings accounts, this information may be found at the bottom of your deposit slips. If you need help getting this information, please contact your financial institution.



Account type: Checking Savings

Routing number:

Account number:

If you obtained the account information from a check or deposit slip, please include any zeros that appear at the beginning of the account number.

[How Do I...](#) [Terms](#) [FAQs](#)

Add an External Transfer Account

Please verify your account information, make any changes to the account description, and click "Submit." If you want to make a change to the other account information, click "Change."

External transfer account

[Change](#)

Routing number: 031100089
Financial institution: PNC BANK, NATIONAL ASSOCIATION
Account type: Checking
Account number: 5695964617

If you want a personalized account name to be displayed online, enter a Description.

Description:

Verify external transfer account

By submitting this request, you are authorizing us to verify the external transfer account information you have provided. We will do that by processing small test deposit and withdrawal transactions to the external account within the next 3 business days. Each test transaction will be less than one dollar.

One-Time Security Code



For your protection, this request has been selected for an additional security step.

When you continue, we will call or send a text message and ask you to enter a one-time code. [What you need to know.](#)

Once the request is submitted, you will receive message to try a small amount of transfer.

Manage External Transfer Accounts

External account setup in process. Within the next 3 business days, we will send out a message detailing the steps you must take to complete this process. No further action is required at this time.

Here's a list of your external transfer accounts. Accounts in "Active" status can be used to make an external transfer.

Account	Status	
PNC BANK, NATIONAL ASSOCIATION, *4617 (CHECKING)	Account setup in process On 03/19/2019, you submitted a request to add this external transfer account. We are in the process of sending test transactions to this account. When this is completed, you will be asked to take steps to complete the setup process. Instructions will be sent via an Online Banking message and a service alert.	Delete

Do you have an external checking or savings account that is not listed here? If so, you can [add an external transfer account](#) at any time.

[How Do I...](#) [Terms](#) [FAQs](#)

- b. **Pay Bill:** this is free service from all banks: you will need to add **New Castle Chinese Evangelical Church** or **Gospel Church for All Nations** as a new vendor as shown below:

Pay bills

Before your payment is processed, we verify the balance of your funding account. If you don't have sufficient funds in that account on the date your payment is scheduled, your payment may be delayed, canceled or your account may be overdrawn and a \$35 per item overdraft fee will apply.

Pay someone new: Find:

Follow instruction to add NCCEC Gospel CAN as new vendor as shown below, you can add notes as Memo on the check:

Add a Person or Business to Pay ✕

We need some information before sending your first payment to Gospel Church For All Nations.

Account number (if you have one):

Address:

City: State: Zip code: -

Phone (optional):
 - -

Entering all 9 digits helps us more accurately identify this payee.

If you ask us to investigate a payment issue, we'll use this number to contact the payee.

Add a Person or Business to Pay ✕

Gospel Church For All Nations is now saved and ready to be paid.
 Would you like to set up a [reminder](#) to pay Gospel Church For All Nations?

Payee information [Change](#)

Gospel Church For All Nations 105 MORRISON AVE New Castle, DE 19720	Account number: *4617 Phone number: (302) 345-2119 Memo: Not on file
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Address information updated to comply with the USPS.

A few steps to follow to establish the transfer, after submission the request, you will receive messages as follows to enter the amount you would like to transfer to NCCEC or Gospel CAN:

Pay To	Amount	Send On
Show active payees only ▾ sorted by name ▾		
Pay from: WSFS CLASSIC IN..., *7563 ▾ Available: \$9,118.18		
Gospel Church For All Na..., *4617 ▾ Set up: reminder autopay Add memo	\$ <input type="text"/>	03/20/2019 <input type="button" value="Pay"/> Deliver by: 03/26/2019

Once you enter the amount and date, you can click Pay, your bank will mail a check on your behalf to NCCEC or Gospel Church for All Nations to the address of 105 Morrison Avenue, New Castle, DE 19720.

- c. **Pay People:** This is Free, but you need to set up NCCE or Gospel Church for All Nation's information in the fields below: please add Changhui Yang's email address (changhuiy@yahoo.com) to notify the funds movements and she will record this for your tax return filing:

Pay People

Send Money to a Person

Send money to:

Email/Mobile:

Amount:

Pay from:

How to pay:

Send on: 04/07/2019

Include an optional message to your contact

200 character(s) remaining

Contacts

+ Add Search contacts

Gospel Church Fo...

To view and claim money from anyone who uses WSFS Everyday Pay, just call your mobile number. [Confirm](#)

View:

Date ↑	From	Type	Stat

You can select how to send the money to your contact.

Send to email or mobile number. Allow the contact to decide how they want to claim the money. We will send an email or text message to your contact with the instructions explaining how to claim the money.

Deposit to bank account. If you know the contact's account number and the routing and transit number of the financial institution where the account resides, you can deposit money directly into that account. Your money is delivered in 1-3 days.

It will look like this once you enter church information and select payment method:

Pay People

Send Money to a Person

Send money to: *Include an optional message to your contact*

Email/Mobile:

Re-enter:

Amount:

Pay from: CHECKING, ...7563

How to pay: Select how you want to send the money ▼ ?

Select how you want to send the money
Send to email or mobile number (FREE!)
Deposit to bank account (FREE!)

Send on:

200 character(s) remaining

Contacts

+ [Add](#)

● Gospel Church Fo...

Incoming Outgoing

To view and claim money from anyone who uses WSFS Everyday Pay, just confirm your email address and/or mobile number. [Confirm](#)

View: Last 15 days ▼ 🔍

Date ↑	From	Type	Status	\$ Amount

Click “Continue” to add church’s bank information, click “Add”

Add Contact’s Bank Information ✕

Routing number: ?

Account number:

Account type: Checking ▼

You will need to preview your payment, then click “Pay”

Preview: Make Payment ✕

Send money to: Gospel Church For All Nations
 Email/Mobile: changhui@yahoo.com
 Amount:
 Fee: \$0.00
 Total:

How to pay: Deposit in 1-3 days to account
 Send to: ...4617
 Pay from: CHECKING, ...7563
 Send on: 04/07/2019

Message: *No message entered*

Cancel
Pay

Once you click “Pay”, an email will be sent to Changhui Yang about the payment, she will add the payment to the summary of offering in 2019 for everyone for tax purpose. You will need to add this information for each fund movement.

4. Transfer stocks to NCCEC’s Trade Account:

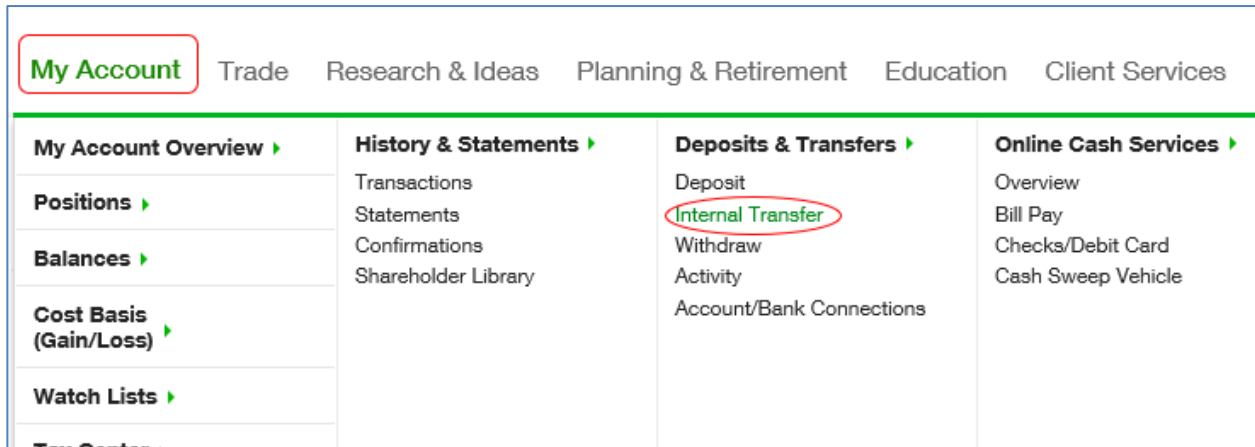
a. Church account information:

- i. Gospel CAN doesn’t have stock trade account, all stocks will be transferred to NCCEC’s stock account, then sold on line at TD Ameritrade website, all proceeds will be transferred to Gospel CAN bank account.
- ii. Provider/Online Broker: TD Ameritrade
- iii. Website: <https://invest.ameritrade.com/grid/p/site>
- iv. Account Name: NEW CASTLE CHINESE EVANG CHUR
- v. Account #:425777084
- vi. NCCEC EIN: 26-1740519
- vii. DTC # if you need to transfer shares from other stock broker to TD Ameritrade: 0188
- viii. Methods to transfer funds to TD Ameritrade: need to set up in your own online trading account first to transfer stocks to church account.

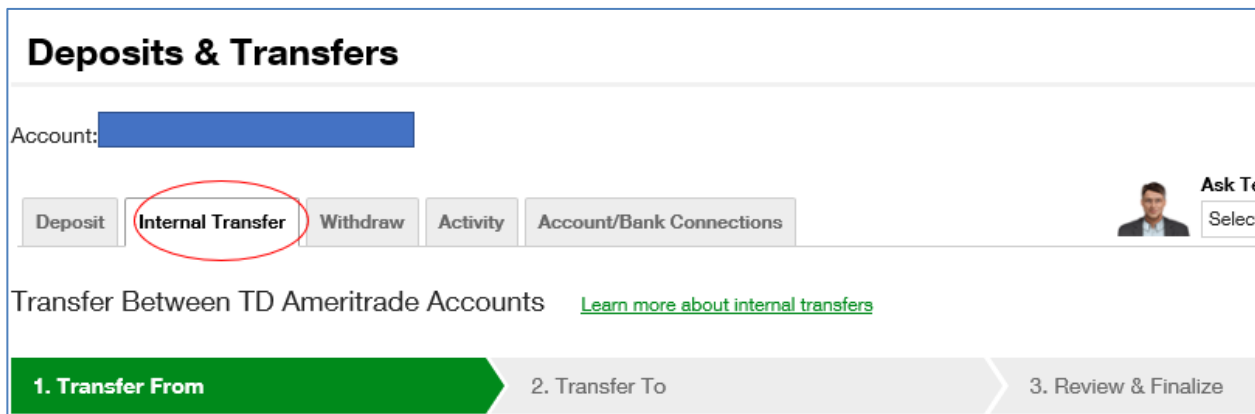
b. Method to transfer shares:

- i. *External Transfer if you don’t have personal account with TD Ameritrade*: please contract your own stock broker to do DTC Transfer, be sure to use DTC # of 0188 (TD) and account # 425777084.

- ii. *Internal if you have personal account with TD Ameritrade*: log in to the website, then go to My Account, then Under “Deposit & Transfer”, click/tap “Internal Transfer” as shown below:



- iii. Then click “Internal Transfer” as shown below:



Step 1 (Transfer From): select the stock and quantity you would to transfer, then click “Continue”

<input type="checkbox"/> Transfer all stocks		
Current quantity	Transfer quantity	
185.00	<input type="text"/>	<input type="checkbox"/> Transfer all
416.00	<input type="text"/>	<input type="checkbox"/> Transfer all
10.00	<input type="text"/>	<input type="checkbox"/> Transfer all
103.00	<input type="text"/>	<input type="checkbox"/> Transfer all
60.00	<input type="text"/>	<input type="checkbox"/> Transfer all
46.00	<input type="text"/>	<input type="checkbox"/> Transfer all
123.00	<input type="text"/>	<input type="checkbox"/> Transfer all

Step 2 (Transfer To): fill in the following information, then click “Continue”

Transfer Between TD Ameritrade Accounts [Learn more about internal transfers](#)

1. Transfer From

2. Transfer To

3. Review & Finalize

To another TD Ameritrade account

Transfer to a different account ▼

Why can't I access some of my accounts?

Account type

Unincorporated Association ▼

Account number

425777084

Name(s) on account

Changhui Yang

Continue

Back

Cancel

Step 3 (Review and verify): review the information and if all looks OK, check the box, then click “Submit”

By checking this box, I hereby provide my legal signature and certify that the information supplied, the instructions provided, and the elections made are true and correct. TD Ameritrade Clearing, Inc. may justifiably rely upon the instructions and elections made and is authorized to deposit the funds or securities in the manner provided. I release and agree to indemnify and hold harmless TD Ameritrade, Inc. and TD Ameritrade Clearing from liability for any adverse consequences that may result from this transaction. I verify the instructions provided do not constitute a transfer for consideration (transfer of stock, funds, or any other assets for payment of goods or services). If the delivering account is a joint account or has multiple trustees, checking this box constitutes agreement by all account owners/trustees to the terms of this transfer agreement.

Submit

[Back](#)

[Cancel](#)

5. **All offering will be tax exempt** and included in the summary for contribution letter for 2019 tax filing purpose.
6. **Questions:** please contact Changhui Yang at Changhuiy@yahoo.com for any question.