

Dear Treasurer,

***Online banking payment is now available in Ontario!***

Ontario Council is excited to announce that we are set up for the Online Bill payment services with the 5 major banks. Parents will now be able to make payments to the unit for the most common type of expenses and the amounts will be deposited to the Unit's bank account electronically.

**How does it work?**

You will see a "**Revenue – Royal Bank Bill Payment** waiting, guider" deposit entry after a parent makes a payment through online banking. The transaction will contain the payee's name under Merchant. The comments will contain the unit's ID number, the girl's iMIS number and a 4-letter code for the type of payment (distribution). **Quick Tip 19 - Allocating a Bill Payment** will provide details on what you will need to do.

**What's the benefit to the Unit?**

This was initiated to reduce the amount of work and free up some of your valuable time. It will:

- Reduce the time you spend trying to collect money
- Reduce the trips to the bank
- No need to write out receipts
- Reduce the possibility of NSF cheques since the funds deposited are "good"
- Reduce tracking; the revenue transaction will include what the payment was for; all you have to do is pick the same distribution when you verify the transaction
- No need to mail in a deposit slip or backup!

**What should I or the Guide Leaders do to get parents to sign up?**

Each parent/guardian in your unit will get a customised email (please see the parent communication below) with the account number to use and how to set it up on their bank account, but any encouragement from you will be most appreciated.

If they did not get a copy of the attached letter or have lost it, here's what we suggest:

1. Print a copy of the attached letter for each of your girl members.
2. Write in your Unit Banking ID.
3. Write in the girl's iMIS number for the parents.
4. Give the parent a copy of the letter with the above information.

We know that the collecting and the safekeeping of money as well as getting to the bank is time consuming. Many people now prefer to do things online due to its convenience. This new process will make things more efficient for everyone.

Subject: ***Online payment to your daughter's unit is now available in Ontario!***

Dear [first name last name parent 1] and [first name last name parent 2],

We are pleased to announce that we are set up for Online Bill payment services with the 5 major banks. You can now make payments to your Girl Guide unit at your convenience. You no longer need to write a cheque or bring cash to the unit. Using this method of online bill payment will also help to cut down on administrative time for the leaders in the unit, freeing up valuable time to deliver fantastic girl program.

**So how does this work?**

“**Girl Guides of Canada, Ontario Council**” is set up with Royal Bank of Canada, Toronto Dominion Bank, Canadian Imperial Bank of Commerce (including President’s Choice Financial channels), Bank of Montreal and Bank of Nova Scotia as a payee on their Online Bill Payment Service. The set up is similar to making online payment to your local tax department, or hydro etc. Simply set up “Girl Guides of Canada, Ontario Council” or a variation of this name as a new payee. You can also type in “Girl Guides” and do a search to find our name.

**What can I use this for?**

You can use this method to pay your daughter’s unit for Cookies, Camps, Events, Trips, Uniforms and Dues. These payments will be automatically deposited into the unit’s bank account and will include your name, and what you are paying for. This **CANNOT** be used to make payment for your daughter’s registration since online registration payments are accepted only through the National Girl Guide online registration system.

**What’s the benefit of using online bill payment?**

Once you set up the account number(s), making a payment is fast, easy and convenient! It is also free at most banks. The payment is on your banking system so you will not need to keep track of cheques or cash given to the unit and your unit does not need to issue you a receipt for your payment.

**What do I have to do to set this up?**

1. Sign in to your bank’s Online Banking
2. Select bill payment
3. Select set up payee
4. Search for Girl Guides, select Girl Guides of Canada, Ontario Council or variation of this name
5. Type in 20 digit account number(s).
6. Make your payment

**What is my 20 digit account number(s)?**

Your 20 digit account number(s) is designed to identify your daughter’s unit banking ID #, identify your daughter and the type of payment you are making to the Unit.

Our record shows the following information:

|             |      |   |
|-------------|------|---|
| Girl’s Name | Unit | 1 <sup>st</sup> 16 Digits of Account (Unit Account + Girl’s ID) |
|-------------|------|---|

|                 |                    |  |
|-----------------|--------------------|--|
| [Girl member 1] | [Girl 1 unit name] |  |
| [Girl member 2] | [Girl 2 unit name] |  |
| [Girl member 3] | [Girl 3 unit name] |  |

Before you set up the account, please check the following to make sure that the number is correct:

**1<sup>st</sup> 6 numeric characters** – is your daughter’s unit banking ID number. You can confirm this number with your Unit Leaders.

**2<sup>nd</sup> 10 numeric characters** – is your daughter’s **iMIS number** with “0”s added in front of the number to make up 10 digits.

**Last 4 alpha characters** – is for the type of payments. You have a choice of 6 different payments. **If you are using all 6, you will have to set up 6 different payee accounts.** They are:

**COOK** – Spring and Fall cookie money

**CAMP** – Unit camping fees

**EVNT** – Unit event fees

**DUES** – Dues to unit

**TRIP** – Payments for participation in international, interprovincial or unit trips

**UNFM** – parent payment for girl’s uniform orders through unit

**For example:** if your daughter’s unit banking ID number is 001234; her iMIS number is 0123456789 and you want to make a cookie payment, the 20 digit account number will be:  
**0012340123456789COOK.**

If the account number listed above is incorrect or you have other questions, please call 1-800-565-8111 during office hours or email [UA email address] for assistance.

**How do I keep track if I have more than one daughter?**

You will need to set up different payee accounts for each daughter since the account number is unique to each girl. Once they are set up we suggest that you use the “nickname” or description field available in your banking system to keep track of different account(s) for different daughters and the different types of payments.

**What if my daughter also participates in an International Trip?**

International trip runs their finances separate from the Unit so you will need to set up different payee accounts. The only difference will be the first 6 numbers which represents the trip. They always start with “009xxx”. Again if you are not sure, confirm with your Guider.

**What do I have to do when my daughter changes units?**

You will have to change or delete the old account number(s) you have previously created and set up new ones. Most banks allow you to edit payee information so this will be easy since all you have to do is to replace the first 6 numbers with the new unit banking ID numbers.

