

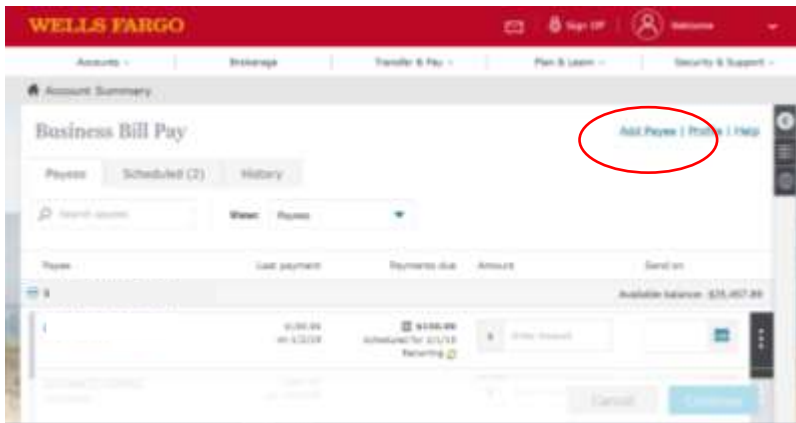
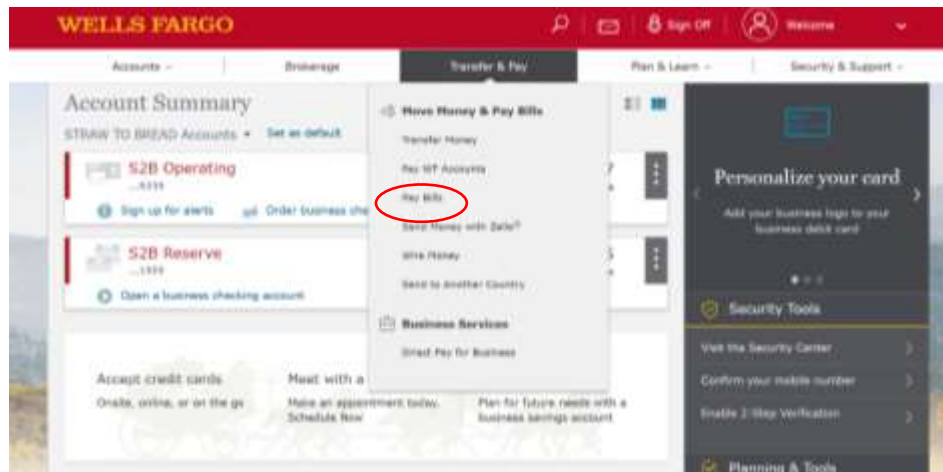
## Setting Up an Automatic Bank Withdrawal

Arranging an automatic bank withdrawal benefiting Straw to Bread is easy. Here are some simple instructions that will work for most bank websites. We show the system at Wells Fargo as an example.

Login to your bank's online banking system. Most banks include electronic (online) bill pay as a free service. This is better for Straw to Bread since PayPal charges us 3% on every donation we process.



After logging in, follow the prompts to BILL PAY. The prompt might be called simply "Pay Bills"



When the Bill Pay screen opens, you most often will see a link with words such as "Add Payee." Click that link to add Straw to Bread to your payee list. You will only have to do this once. You will probably have to "Add a Payee Manually" since we probably won't be in your bank's records.

Select from the information below to fill out the information needed by your bank for the “Add Payee” screen.

Payee name     Straw to Bread  
Address        P.O. Box 270206  
                    Flower Mound, TX  
                    75027

Account: You can specify here how you want the donation used with words such as Hospital Operations, School Teachers, Orphan Sponsor, MOMS, etc.

Phone:         (254)640-0065

The screenshot shows the 'Add Payee' form in the Wells Fargo online banking interface. The form is titled 'Add Payee' and is located under the 'Account Summary' section. It contains several input fields: 'Payee name' (filled with 'Straw to Bread'), 'Payee nickname', 'Payee address' (with sub-fields for 'Address 1' (filled with 'PO Box 206'), 'Address 2', 'City' (filled with 'Halt'), 'State' (dropdown menu set to 'TX'), and 'ZIP code' (filled with '75703')), 'Phone number' (filled with '(254) 282-9995'), and 'Account number' (with a note: 'Enter account number from your bill without any hyphens or spaces'). Below the account number field is a dropdown menu for 'Hospital Operations' and a checkbox for 'I don't have an account number for this payee'. At the bottom, there are fields for 'Business name', 'First name', and 'Last name'. The background of the form is a scenic landscape image.

After completing the information at the “Add Payee” screen, you will be asked to specify the amount, frequency, and withdrawal date of your donations.

The screenshot shows the 'Manage Payee' screen in the Wells Fargo online banking interface. The screen is titled 'Manage Payee' and is located under the 'Account Summary' section. It displays the payee name 'STRAW TO BREAD' and the account number '123456789'. There is a toggle switch for 'Straw to Bread on Bill Pay Item?' which is currently turned on. Below this, there are tabs for 'Payee Details', 'Account & Billing', and 'Recurring Payments'. The 'Recurring Payments' tab is selected. The screen shows the 'Default payment account' as 'All Day Checking ...1234'. The 'Amount' is set to '\$ 200.00'. The 'Frequency' is set to 'Monthly' and the 'Starting' date is '12/15/15'. The 'Billing' section shows 'When I bill?' set to 'When I bill?'. At the bottom, there is a dropdown menu for 'Payee or Service member (Optional)' with 'Hospital Operations' selected. There are 'Cancel' and 'Save' buttons at the bottom right of the screen.

You donation will be debited to your bank account on the date you indicate and will repeat monthly (or at whatever frequency you set) until you cancel the transaction. On the date your account is debited, your bank will mail a check to our post office box in Waco with us receiving your donation about five days later.

Please email our Treasurer at [treasurer@strawtobread.org](mailto:treasurer@strawtobread.org) if you have questions about this process. Thank you for setting up your donation through automatic withdrawal through your bank since this allows 100% of your donation to go directly to the orphans and elders on the Plateau.