

Guidelines for District 14 PayPal Account

A. Description of PayPal services

1. PayPal is an online payment service used for sending and receiving money between individuals, businesses, and organizations. Accounts are linked to personal or business checking or savings accounts to which funds are withdrawn.
2. PayPal Business accounts are established using a primary authorized user and a legal business name, with the ability to add authorized users with certain permissions. Processing fees are charged per PayPal transaction, with discounted rates for non-profit organizations receiving donation payments.
3. PayPal Here is an added business account service for credit card processing without a PayPal account. Card readers are included with the service. A standard swipe fee is charged per transaction. A higher transaction fee is charged if keyed in or scanned. Bookkeeping features allow accounting for all transactions via credit card, PayPal, check, or cash. Email receipts can be generated on-site on request.

B. Establishment of PayPal Account

1. District 14 establishes a PayPal Business account using our business name, Al-Anon Family Groups District 14.
2. The District 14 Treasurer serves as the primary authorized user, providing his/her personal information as the primary holder of and contact person for the account, to be established at the beginning of each three-year panel term.
3. The District 14 Treasurer provides the District 14 checking account number and routing number, the District 14 Federal Tax ID Number, and a letter verifying 501(c)(3) status to establish the account for a non-profit organization.
4. The District 14 Treasurer or designee completes the PayPal Here application process through the PayPal Business account for District 14.

C. Management of Account and Users

1. The District 14 Treasurer or designee adds authorized users by creating separate logins with restricted permissions for each user as needed (e.g. Literature Coordinator, DIA Chair, DIA Treasurer, MDIA, etc.). Permissions should allow each respective coordinator to accept donation payments and manage his/her transactions without compromising the integrity of the District 14 checking account.
2. The District 14 Treasurer or designee provides District 14 coordinators/chairpersons with instructions on using the PayPal Here card readers and device app, as well as on creating Donation Buttons (hyperlinks) for use on websites, at district events, etc. Instructions and information can also be found on the PayPal website Help section.
3. Each coordinator or chairperson who chooses to use PayPal and/or PayPal Here to process transactions under the District 14 PayPal Business Account retains responsibility over the bookkeeping respective to his/her position and/or event.