

## Local League Use of PayPal for Education Fund Payments

As a service to local Leagues, the LWVIL office is offering the use of PayPal for online Education Fund event payments. PayPal offers a secure, convenient way for Leagues to accept credit card payments electronically for event registrations.

To request the creation of an Ed Fund PayPal button to post on a local League website, local Leagues should contact the state office at least five business days before the start of the event registration period. *Please ensure that your project has been approved for Ed Fund use before you request the PayPal payment process.* Local Leagues are responsible for posting PayPal buttons on their individual websites and for removing these buttons at the end of the registration periods.

The fee for the use of LWVIL Ed Fund's PayPal account and the processing of payments is 4% of each transaction.

An email notification will be sent to the local league treasurer when a purchase is made. The email notification will include the amount of the payment *before the 4% fee has been deducted*, along with the purchaser's name and contact information.

Funds are not available for immediate use. The net—the total of the amount of money collected by PayPal minus the 4% fee—of each week's transactions will be deposited into the local league's Ed Fund account each Thursday at 4:00 p.m. At that time, the revenue will be available for spending following all regulations governing Ed Funds. As with payments made by check, PayPal deposits will appear on the statements sent to local league Treasurers in the months in which there has been activity in an Ed Fund account.

After an event has been held, the local league treasurer may ask for a report showing all PayPal activity related to that event or campaign.

To request the use of the LWVIL Ed Fund PayPal account, please complete the below form, have it signed by your League's president or treasurer, and return it to the LWVIL office, attention LWVIL Treasurer.

Name of event/campaign	Type of event/campaign	
Start and end dates of expected purchases	Cost (or indicate if variable)	
Webmaster name and email ( <i>will receive PayPal button code by email</i> )		
Treasurer name and email ( <i>will receive notification of payments by email</i> )		
Comments or special instructions		
Signature	Position	Date