

Online Bill Payments

How bill pay works: the bank or credit union sends out a check to the payee (it is shown on your bank account as an online payment) for the amount and date that you set. It is typically free to account holders, you don't physically see or write a check, and you don't have to buy stamps. It is very convenient and secure.

Once your bank account is set up for online banking (check with your bank on how to do this), sign into your account and click BILL PAY, add St. Luke's as one of your payees, set up a one-time or reoccurring payment, and set the amount of your contribution. You may change or cancel your one-time or reoccurring payments at any time.

Example: Chase Bank works its BILL PAY this way:

If you are already set up for on line banking and signed in to your account, select the PAY AND TRANSFER screen on your account. Then select "Manage Payees" to set up a new payee (Saint Luke's will not show up on the search screen – so set up new payee without the search), and add information for the church (you only need to add a payee once):

Saint Luke's Lutheran Church
3215 4 Mile Road, NE
Grand Rapids, MI 49525
Phone: 616-363-2381

Enter **YOUR ENVELOPE NUMBER as the account number**. Information entered into the memorandum section is for your use and won't appear on the check. Once the payee is added, you then set up a one-time or reoccurring payment for every week, every two weeks, every month, etc. Then click "pay it". If you set a reoccurring payment, you can edit the payment amount or timing at any time. You are in total control of when and how much is being paid. If you have questions while setting up online banking or bill pay, go to your bank or credit union and the personal banker will be happy to help you.

We request that Bill Pay only be used for general contributions to the church as the Church will not be able to identify that the check received is for other items such as payment of classes, camps, memorials, merchandise, etc.