

## St Alphonsus Helping The Needy (HTN) Ministry

### Procedures for Non-check Contributions

#### 1. Credit Card Contributions:

- a) Go to Saint Alphonsus' Parish Website: <http://stalphonsusparish.org/>
- b) Scroll down half the page and click on the Parish Giving Tree logo



- c) Click on the **"Pay now"** button on the Parish Giving webpage
- d) A pop-up window will be displayed. From the **"Select Contribution / Payment Type"** dropdown box, select **"Helping The Needy"**, which is in the Parish Collections section.
- e) Enter the following information
  - a. Amount of the contribution
  - b. First name, Last name
  - c. e-mail
  - d. All pertinent Credit card information as you would for any internet purchase
- f) Click the check box to agree to the Parish Giving **"terms and conditions"**
- g) Click on the **"Pay Now"** button at the bottom of the page.

#### 2. Designating United Way Contributions to HTN

- a) Follow your Company's normal United Way sign-up process
- b) In the area that allows you to designate all (or a portion) of your contributions to a specific United Way charity, enter St Alphonsus HTN Ministry, code 8577
- c) In the Special Notes section, you must write or type: St Alphonsus HTN Ministry
- d) Submit as per your Company's standard procedures.

#### 3. Company Matching Gift Process

Most Companies that match charitable gifts have a process that requires the name and address of the charity and the Federal Employer Identification Number (EIN). To designate HTN to receive a matching gift, use the following:

St Alphonsus Helping the Needy Ministry  
33 Conwell Drive  
Maple Glen, PA 19002  
215-646-4600  
215-646-0180 (fax)  
Federal EIN: 23-1632658

For questions please send email to [HTNMinistry@gmail.com](mailto:HTNMinistry@gmail.com) with attention to Mike Fedyna.