

OPERATIONS

FUND ADVISOR TOOLKIT

Northwest Minnesota Foundation

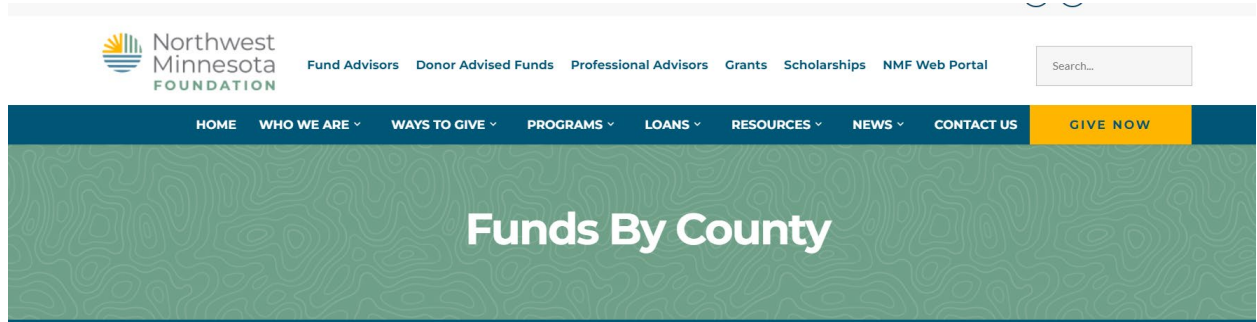


How to set up a recurring donation to a fund

Northwest Minnesota Foundation has the ability to accept recurring gifts to any of its component funds through automatic credit card or ACH transactions. This is a great option to offer to donors of your fund to regularly support your worthy cause.

Here are the instructions on how to do so:

1. Visit the website www.nwmf.org
2. Find the “GIVE NOW” section at the top of the webpage (highlighted in yellow)



3. Choose the amount of your recurring donation. You may choose one of the amounts listed or use the “OTHER” box to indicate a different amount.

A screenshot of the donation form. At the top, there are social media sharing buttons for Facebook and Twitter. Below that is the question 'What type of donation are making?' with three radio button options: 'Donation' (selected), 'Pledge', and 'Event or Workshop'. Underneath is the 'Donation Amount' section, which lists several preset amounts: '\$250 Donation', '\$100 Donation', '\$50 Donation', '\$25 Donation', and '\$10 Donation'. At the bottom of this section is an 'Other' option with a text input field and a dollar sign.

Version 10.12.2022

We believe Northwest Minnesota offers boundless opportunities.



OPERATIONS

FUND ADVISOR TOOLKIT

Northwest Minnesota Foundation



4. Choose from the drop-down menu to indicate the fund to which you would like your donation directed.
5. Choose how often you'd like your donation to be made:

How often do you want to make this donation?

Starting

Ending

Enter a start and end date (you will get notified when your end date is approaching for re-issuing your gift. You will also get an e-mailed receipt for each recurring donation made).

6. Enter your personal contact information (Name, Address, Email, Phone, etc.)
7. Enter your payment information (NOTE: You can have recurring credit or debit card charged for your donation or you may choose the eCheck option to have it come directly out of your checking account. You will need a routing number and bank account number to set this up)

For credit cards:

Payment Information

Billing Information Same as my personal information

Card Number REQUIRED

Expiration REQUIRED CVV REQUIRED

Version 10.12.2022

We believe Northwest Minnesota offers boundless opportunities.



OPERATIONS

FUND ADVISOR TOOLKIT

Northwest Minnesota Foundation



For ACH Transfer:

Payment Information

Billing Information Same as my personal information

Routing Number REQUIRED

Bank Account Number REQUIRED

8. Click "MAKE DONATION" to complete your transaction.

THANK YOU!

Version 10.12.2022

We believe Northwest Minnesota offers boundless opportunities.

