

ZELLE Information

If you wish to make a payment using Zelle, you may do so using the following instructions.

Things to do/note before starting your Zelle transaction:

1. Check with your bank and clarify any charges that your bank may charge for a Zelle transfer. Many banks do not charge; however, some do.
2. Salt Creek Quilt Guild is registered using the email saltcreekquiltguild@gmail.com and the Guild bank does NOT charge for a Zelle transfer.
3. Create a Zelle ID in your bank's app or the Zelle app. Make sure that the name of your Zelle ID can be easily identified as you (ie., use both your first and last name).
4. Make note of where the money from this transaction should be directed as you will need to place that information in the Zelle dialog in step 8.

Start your Zelle transaction:

5. If you are using your bank's app, find the Zelle transaction interface in the bank's app. This is often near the transfer function in the bank's app.
 6. Identify saltcreekquiltguild@gmail.com as the payee for your transaction.
 7. The dialog will then request how much you wish to transfer.
 8. The dialog will display your transaction and ask you to add an optional message. Even though it is **optional**, you **must** place the information from Step 4 above in this dialog or Salt Creek Quilt Guild will not know how to apply your money.
 9. Review your transaction closely making sure that you are sending the correct amount of money to the correct recipient and hit send. You cannot retrieve a Zelle transaction after hitting send.
 10. Know that the money for your Zelle transaction will usually leave your account within minutes.
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