



### **E Transfer Procedure to the RMC Foundation**

E-Transfer will be accepted by the RMC Foundation for donation related purposes. The process as detailed below will provide an overview of the requirements to successfully transfer funds via Electronic means to the RMC Foundation.

1. An email must be sent to the RMC Foundation Financial Services Officer [Nancy.Marr@rmc.ca](mailto:Nancy.Marr@rmc.ca) by the donor in advance and include the following information:
  - a) College Number,
  - b) First and Last name,
  - c) Amount of the forthcoming donation,
  - d) and where the funds should be directed
2. A password must also be provided. The donor and the Financial Services Officer can agree on a password before the transfer.
3. Once the donor executes the transfer, the Financial Services Officer will be notified and accept the donation.
4. A receipt will be issued in normal due course.

If you have any further questions please feel free to contact Nancy Marr at the undersigned.

Nancy Marr  
RMC Foundation  
Financial Services Officer  
613-541-6000 ext 6697  
[Nancy.Marr@rmc.ca](mailto:Nancy.Marr@rmc.ca)