



## Potomac Valley Alumnae Chapter DELTA SIGMA THETA SORORITY, INC.

### SUBMITTING PAYMENT(S) THROUGH PAYPAL

Whenever possible, chapter members and guests should submit payments via PayPal. It is imperative the instructions below are followed when making payments through this merchant. If you have any questions, concerns, or need additional assistance, please contact the Financial Secretary, Soror Di Palmer, or Assistant Financial Secretary, Soror Dara Sparks, at [finsec@pvacdstd.org](mailto:finsec@pvacdstd.org).

***PLEASE REVIEW THIS DOCUMENT IN ITS ENTIRETY***

Sisterly,  
Finance Team

### INSTRUCTIONS FOR USING PAYPAL:

1. Go to [www.PayPal.com](http://www.PayPal.com) or open the app on your smartphone.
2. Log-in to your Account (\*if you do not have a PayPal Account you will need to Sign-Up for a new Account).
3. Once you access your account, Click **"SEND AND REQUEST"** at the top of the page.
4. Enter the recipient's email address as: [finsec@dstpvac.org](mailto:finsec@dstpvac.org) then click **"next"**.
5. Type the amount of money being sent.
6. Add in the notes section what you are paying for then press **"continue"**.
7. If **"SENDING TO A FRIEND"** is not already listed under the dollar amount on the screen, click **"change"** to change it to the **"SENDING TO A FRIEND"** option to avoid fees being charged to the chapter (Note: You may have to scroll to the top of the screen).
8. Review your payment and click **"Send Payment Now"**.

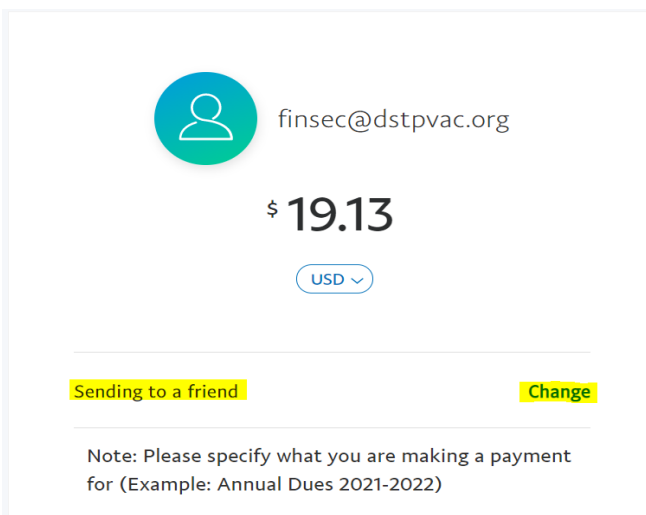
**Please note:** If you accrue a fee that needs to be reconciled, your payment will not be paid in full.



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## For example:

Soror Honesty sent a payment to PayPal for her dues which were \$160. Instead of using the **“FRIENDS AND FAMILY”** option, she used the **“GOODS AND SERVICES”** option and accrued a fee of \$13. The chapter did not receive her full payment of \$160 due to the \$13 fee coming out of this payment. In the financial log, Soror Honesty only paid \$147 (\$160 - \$13 = \$147). Now Soror Honesty has to pay the \$13 fee in order to reconcile the fee charged to the chapter in order for her dues to be paid in full.



finsec@dstpvac.org

\$ 19.13

USD

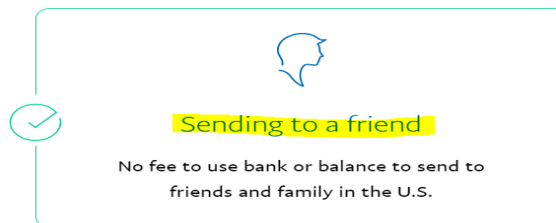
Sending to a friend Change

Note: Please specify what you are making a payment for (Example: Annual Dues 2021-2022)

## HELPFUL SCREENSHOTS

What's this payment for?

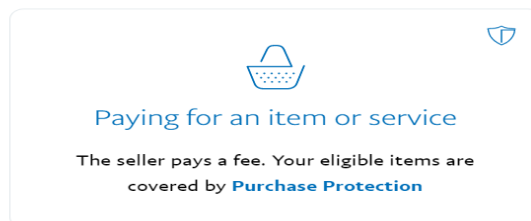
***Please remember***, if the **“SENDING TO A FRIEND”** or **“FRIENDS AND FAMILY”** option is not chosen for the payment, the chapter will be charged a fee, your payment will not be paid in full, and the Financial Secretary will reach out to you to reconcile the difference.



✓

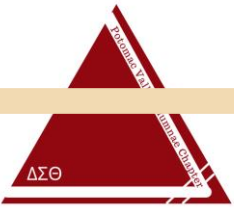
Sending to a friend

No fee to use bank or balance to send to friends and family in the U.S.



Paying for an item or service

The seller pays a fee. Your eligible items are covered by **Purchase Protection**



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## **MORE INFORMATION ABOUT PAYPAL AND ASSOCIATED FEES:**

## What are the fees for PayPal accounts?

### **Opening an account:**

PayPal doesn't charge a fee to open a PayPal account.

### **Sending money** – Personal payments (feature not available for all countries):

There are no fees within the U.S. to send money to family and friends when you use only your PayPal balance or bank account, or a combination of your PayPal balance and bank account.

There is a fee to send money as a personal payment using a debit card or credit card.

### **Receiving money** – Personal payments (feature not available for all countries):

There are no fees to receive money from friends or family in the U.S. when they send the money from the PayPal website using only their PayPal balance or their bank account, or a combination of their PayPal balance and bank account.

### **Goods and services** – Purchase payments:

There's no fee to use PayPal to purchase goods or services. However, if you receive money for goods or services (such as from selling an item on eBay), there will be a fee for each transaction

Information provided from:

<https://www.paypal.com/vg/smarthelp/article/what-are-the-fees-for-paypal-accounts-faq690>