



The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

www.ecww.org

Online Donation Processing Policy

The Episcopal Diocese of Olympia accepts donations given through our online giving portal for many of its ministries. In an effort to understand the responsibilities of each of us, the process we follow is outlined below:

- An online donation is made
- The donor receives an automated email of appreciation that includes tax exemption information
- The donation (net of fees) is received by The Diocese of Olympia
- We track the donation in our database
- Parishes/Missions: The net donation amount is forwarded to the intended parish/mission with:
 - Donor information (unless gift was given anonymously)
 - Gross/Net donation amount
 - A reminder that donors need to be recognized for the full amount of their donation.
- Project managed by the Diocese of Olympia: The gross donation amount is credited to the project intended by the donor. The bank fee is absorbed by the Stewardship department. *Examples include:* Episcopal Community Action, Carbon Offsets, etc.

The Diocese of Olympia offers staff time to process these donations. In no situation is a parish, mission or charitable project charged for any expense other than the bank processing fees that are deducted from the amount sent to congregations who receive pledge income through the diocese online system.