

How to Establish a Nonprofit PayPal Account for the PTA or Ed Fund

Prerequisites:

1. An email address that is used specifically for online payments (i.e. school_name.payments@gmail.com).
2. An established checking account.

Step #1: Set-up for a PayPal Account

1. Go to www.PayPal.com
2. Click on "Sign Up" at the top.
3. Click on the yellow "Get Started" button in the Business box to the right.
4. Click on the blue "Get Started" button in the Standard box to the left.
5. Click on the yellow "Create New Account" button.
6. Make sure that "United States" and "English" are selected in the pull-down menus and click on the yellow "Create New Account" button.
7. On the Account set-up page:
 - a. Select "Nonprofit Organization" under the business type pull-down menu.
 - b. Enter in the PTA payment email address (see prerequisite #1).
 - c. Enter a password twice.
 - d. Select and answer the 2 security questions.
 - e. Enter the code.
 - f. Click on the yellow "Continue" button.
8. On the Information page:
 - a. Provide the information requested.
 - b. Select "Charity"
 - c. Enter in your PTA or Ed Fund's Federal tax I.D.
 - d. Provide the Primary Contact Information. Use the school's address.
9. Click on the yellow "Agree and Continue" button.

Step #2: Confirm Email Address

1. Verify the email address by going to that email address and clicking on the yellow “Activate” button.
2. Enter in your PayPal password and click on the yellow “Login” button.

Step #3: Add and Confirm Bank Account

1. From the My Account overview page, click on the [“Add your bank account”](#) to the right.
2. Enter in the bank routing and checking account numbers.
3. Click on the yellow “Continue” button.
4. To complete the link to your bank account, you must confirm that you are an authorized user or owner of the bank account. Do this by choosing one of the yellow “Confirm Instantly” or “Confirm in 2-3 days” buttons.
5. If you choose to “Confirm in 2-3 days”, PayPal will send you two small deposits within the next few days to your checking account (all under \$1, nothing to get excited over) for you to verify the ownership of the account. Once you've completed their verification process you are set up to receive payments to your PayPal account.

Step #4: Verify Your Nonprofit Status

To qualify for the lower nonprofit transaction rate of 2.2%, your nonprofit status must be confirmed. Login a day after signing up for an account and submit the following items through the Resolution Center.

- Evidence of tax-exempt status
- Bank statement or voided check in your organization’s name
- Description of your organization and type of payments it wants to accept (such as donations and merchandise payments)
- You can log in a day after signing up for an account and submit items through the Resolution Center.

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