



## ***Interac e-Transfer Instructions***

Like most other financial transactions, there are limits on the amount you can send and receive. Each financial institution sets send and receive limits through online banking. Please contact your financial institution for details. There may be a fee from your financial institution for sending an *Interac* e-Transfer, so please check with your financial institution.

With *Interac* e-Transfer you can send money to anybody with an account at any Canadian Financial Institution. It is free for the recipient and all you need is the recipient's email address.

### **How it works**

#### **Sending an *Interac* e-Transfer:**

- Through your Online Banking Account you must add our school (Montessori Training Centre) as a recipient by clicking on “Add New Recipient”.
- The email address you may send the transfer details to is: [transfer@mtcbc-ami.org](mailto:transfer@mtcbc-ami.org).
- The **security question AND answer** must also be sent to [transfer@mtcbc-ami.org](mailto:transfer@mtcbc-ami.org).
- Specify the amount and desired account (Account: Montessori Training Centre) for the payment.
- Provide the name (Montessori Training Centre) and email address ([transfer@mtcbc-ami.org](mailto:transfer@mtcbc-ami.org)) of the recipient.
- Create a security question only the Montessori Training Centre will be able to answer and send the answer to [transfer@mtcbc-ami.org](mailto:transfer@mtcbc-ami.org).
- Submit your request and an email notification will be sent to the Montessori Training Centre confirming that your transfer is waiting to be received. The Montessori Training Centre will use the password (security question) you provided to complete the transaction.

Please email us at [transfer@mtcbc-ami.org](mailto:transfer@mtcbc-ami.org) if you have any questions regarding Interac e-transfers.

Yours sincerely,  
Administration of the Montessori Training Centre of BC