Instructions to Take Contributions via PayPal

Prerequisites:

• Set up an email address for this purpose, so that credentials/ownership can be passed between rotating service positions; do not use a personal email account to set up your group’s PayPal account. In this example we’re using onthewaterfrontaa@gmail.com and access to this account is shared by trusted servants in the group.

• You need an EIN to set up your account. The first steps of these instructions cover this process; skip ahead to the PayPal setup instructions (beginning at page 16) if you already have an EIN for your group.
EIN Setup, Step 1

Go to https://irs.gov and click “Apply for an Employer ID Number (EIN)”
This will take you to the EIN Assistant (only available during standard business hours)

Click “Begin Application”
EIN Setup, Step 2
For “type of legal structure”, Select “View additional Types” and click “Continue”
EIN Setup, Step 3
Under “Additional Types” select “Other Non-Profit/Tax-Exempt Organizations” and click “Continue”
EIN Setup, Step 4
Confirm your selection of “Other Non-Profit/Tax-Exempt Organization” by clicking “Continue”
EIN Setup, Step 5

“Why.. requesting EIN?” – Select “Banking Purposes” and click “Continue”
EIN Setup, Step 6

Enter your personal information here, including the last 4 numbers of your SSN. You can update this information later when turning the position over to a new Treasurer. Select “I am a third party applying for the EIN on behalf of this organization” and click “Continue.”

Select this option.
EIN Setup, Step 7

Use your personal mailing address for the organization’s physical location to ensure any communications from the IRS reach you; churches and property renters generally prefer that you don’t use their address, so get explicit permission from them if you want to use their info. Click “Continue”
EIN Setup, Step 8
Specify a “Legal Name” for your Group. We chose to leave “AA” off and just name ours “On the Waterfront Group” – you will specify your AA affiliation in Step 11. For “Start Date” we chose to set January of the current year.
EIN Setup, Step 9
“Tell us more” – select “No” for each and click “Continue”
EIN Setup, Step 10
For “What does your business or organization do?” choose “Other” and click “Continue”
EIN Setup, Step 11

For what “best describes your primary business activity,” select “Other” and enter “Alcoholic Anonymous Group”. Click “Continue”
EIN Setup, Step 12
For “How would you like to receive your EIN Confirmation Letter” choose “Receive letter online” (so that you can get your confirmation immediately, conserve resources, and easily share it with other trusted servants in your group), and click “Continue”
EIN Setup, Step 13
Review the summary of information and if it looks good, click “Submit”
EIN Setup, Step 14
You have your EIN! Write it down NOW. Then go ahead and print/save and share the doc with appropriate members/trusted servants to ensure preservation.
PayPal Setup, Step 1
Go to https://www.paypal.com, click “Sign Up”, choose “Business Account” and click “Next”
PayPal Setup, Step 2
Enter your group email address and click “Continue”
You will be prompted to verify your email by clicking “Confirm Your Email” in an Email from PayPal entitled “Confirm your email address”
PayPal Setup, Step 3
On the “Describe your business” screen fill out the required fields as illustrated below. For “Product or service keywords” start typing “Miscellaneous” to get a short list that includes “Miscellaneous Personal Services” and select that option.
PayPal Setup, Step 4
For “Tell us more about you”, enter your (the Group Treasurer’s) personal information and click “Continue”
PayPal Setup, Step 5
Now you’ll see a message welcoming you to your new business account.
Now it’s time to generate a link to share with group members:
from the “Tools” menu, click “All Tools”
PayPal Setup, Step 6
Find “PayPal buttons” in the “All Tools” page and click “Open”
PayPal Setup, Step 7
Select the “Donate” button
PayPal Setup, Step 8
Accept the defaults on this page and click “Continue:
PayPal Setup, Step 9
Again, stick with the defaults; we’re just after a link at the end so the button appearance isn’t really of interest to us, here; click “Continue”
PayPal Setup, Step 10
Set these settings to whatever you like, and click “Continue”
PayPal Setup, Step 11
Change nothing on this page and click “Finish and Get Code”
PayPal Setup, Step 12
You made it! Click “Shareable URL” and then copy that link (e.g. https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=G9GD98S7YRE2&source=url – yours will be different) and share it with your group when you’re passing the “virtual basket” for the 7th Tradition.
Not included in these instructions are guidelines for linking your new PayPal account to your group’s bank account. PayPal makes this very simple, especially if you are prepared to provide your online banking credentials.

Instructions for linking your bank account to PayPal are available here: