

## HOW TO USE "ZELLE" TO PAY PROPERTY TAXES OWED TO GIANTS NECK BEACH ASSOCIATION

Our goal is to modernize our GNBA Property Tax process by adding an electronic option for **"GNBA Property Tax payment"**.

The electronic payment option uses **ZELLE**, a well-known, **no-fee**, secure banking app, that will allow you to send money directly from your savings or checking account to the Giants Neck Beach Association checking account. There are over 1000 banks that have the **ZELLE** app as part of their banking services. If your bank does not happen to have the **ZELLE app** at this time, you may also download the app from the "App Store" or "Google Play".

### INSTRUCTIONS SET #1: USING ZELLE DIRECTLY VIA YOUR BANK WEBSITE

Using Wells Fargo as **an example**, below are instructions for using ZELLE from your online banking site:

- 1- Log into your bank account and select the account you want to use to send the money.
- 2- Look for the "Transfer and Pay" or similar tab in your online banking service.
- 3- Select "Send Money with ZELLE".
- 4- Select the + Sign to Add Recipient.
- 5- Enter "GNBA" as the first name. You can leave the last name blank.
- 6- Select "Send By"
  - a. Choose "Email Address"
  - b. Enter "treasurer.gnba@gmail.com"
  - c. SAVE
- 7- Now find "GNBA" in your list of recipients
  - a. Select the + Sign
  - b. Select "Send Money"
- 8- Enter the Amount of your Tax Bill
  - a. **NOTE: If you are a new Zelle user, your bank might restrict the amount you can send in your first transaction. If this happens, you may split your payment into two.**
  - b. In the MEMO Section, include **both** the **LIST NUMBER** and the **PROPERTY ADDRESS** in the same line (don't hit "enter" between the two). If you are splitting your payments, please include **Payment 1** or **Payment 2** in the memo section.
- 9- Review and Send Money
- 10- Print the Confirmation Page

### INSTRUCTIONS SET #2: USING ZELLE THROUGH THE ZELLE "APP"

Using Google Play as **an example**, below are the instructions for using ZELLE via the ZELLE "APP":

- 1- Go to Google Play on your phone or other device
- 2- Put "ZELLE App" in the search bar
- 3- Install the app
- 4- Open the app
- 5- If you already have an account, click on "Sign In", if not, click on the GET STARTED button
- 6- Enter your mobile phone number
- 7- Search for your bank (If your bank is not found during the search, Click the DON'T SEE YOUR BANK? Button)
- 8- Enter your email address, then add the verification code you were sent via email
- 9- Add your DEBIT CARD information
- 10- Follow MEMO section and Print Confirmation Page info above

**NOTE: If you would like to "test" the process first, you can send \$1.00. If you put your email address in the memo section, we will reply to you and confirm the "test dollar" has been received.**