

**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 online option for both “**tax look-up**” and for “**tax payment**”.

Our option for tax payment is **Zelle**, a well-known **no-fee** 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 the instructions for using Zelle directly 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. In the MEMO Section, include **both** the LIST NUMBER and the PROPERTY ADDRESS in the same line (don’t hit “enter” between the two)
- 9- Review and Send Money
- 10- Print the Confirmation Page

**NOTE:** If you would like to “test” the process before sending the total of your taxes owed, you can try sending \$0.01. If you put your email address in the memo section, I will reply to you and confirm the “test penny” has been received.

## **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 are sent via email
- 9- Add your DEBIT CARD information