



How to initiate a bank draft

Below are the steps to send a payment to Saint Paul's School using a bank draft.

- 1) Create a PayPal account. Click on this [link](#).
- 2) Link your checking or savings account to the PayPal account. This will be the account from which your payment to Saint Paul's will be withdrawn.
- 3) Enter your routing and account number. You will receive an email (usually within 3 days) to activate your account.
- 4) Login to PayPal and confirm your bank account information.
- 5) Click on the SEND MONEY tab and follow the steps to initiate a bank draft.

If you would like to establish a bank draft **WITHOUT** using PayPal, follow the steps below:

- 1) Click on this [link](#) and print the Resource Bank Auto Draft Form.
- 2) Complete the FUNDS TRANSFER and AUTHORIZATION (From Debit Account) information, and sign the form where it states ACCOUNT HOLDER SIGNATURE.
- 3) Fax this form along with a copy of a voided check and driver's license to 985-892-7526.