

***PayPal** Giving Fund Ireland*

A guide to enrolling
with us



Contents

1. What is PayPal Giving Fund?
2. Our Partners
3. Why should my charity enrol?
4. What will you need to enrol?
5. How to enrol with PayPal Giving Fund
6. Using the PayPal Giving Fund Dashboard
7. FAQ



For more information on
PayPal Giving Fund, visit: paypalgivingfund.ie

What is PayPal Giving Fund?

We're a registered charity (No. 20205692) that helps people support their favourite charities online.

We aim to inspire a new wave of philanthropy, harnessing the power of technology to make giving a part of everyday life. To achieve this, we develop innovative programmes that introduce charitable giving in relevant and engaging ways to new audiences, benefitting the charity sector.

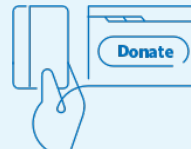
We have a long history of supporting charities through technology. Originally founded as "MissionFish" in 1999, we partnered with eBay in 2003 to create a suite of tools that enabled people to give while buying and selling.

Working with leading internet businesses, we generated more than \$500m globally in donations in 2020 and benefit more than 160,000 charities in five countries. Participation in PayPal Giving Fund is open to all charitable organisations that meet our eligibility requirements, and we provide donation and donor reports, issue tax receipts, receive donations for monthly electronic distribution, and handle legal registration requirements — without charging individual donors or charities for our services.*

How does it work?



Charities can enrol with us [here](#).



Supporters donate on PayPal and other online platforms.



We receive the donations and provide receipts to donors.



We grant the funds we've received to charities without charging for our services.*

*In some cases, our partners may choose to charge fees on donations made to PayPal Giving Fund through their platforms, which they will disclose on their websites.



Our Partners

We partner with leading technology platforms to help make it easy for donors to support the charities they care about on the websites and apps they use every day. In doing so, we help enable charities to forge relationships with new supporters, and benefit from new sources of funding. We receive donations through these platforms and grant the funds to charities recommended by donors.



PayPal makes it easy to find your cause and make donations. You're automatically listed in the PayPal app, dedicated fundraising site and benefit through other PayPal services.



Deed helps companies harness the passion of their employees and customers to take a stand, sharing values, and making a lasting impact in their community.



Customers buying games or eBooks through the Humble Bundle digital platform can choose to support your charity with every order.



GoFundMe is a crowdfunding platform that lets your supporters create their own unique fundraising campaigns to support your charity.



Facebook makes it easy for you and your supporters to create and share fundraisers that benefit your charity.

Why should you enrol with us?

It's free to enrol with us. Once enrolled your charity will feature on each of our partner platforms.

Enrolling with PayPal Giving Fund also enables your charity to receive monthly payments direct to your PayPal account. Enrolled charities have access to our secure dashboard where you can view donor data (where shared) and a breakdown of payout activity and reporting.

You'll also be able to personalise your profile by adding a logo, more information about your charity and a call to action, which will display on our partner's websites – making it easier for your supporters to find you.



Receive funds quickly, reliably and securely.



Access donor and donation data.



Benefit from all of our partnership programmes.



Enhanced charity profile on many of our programmes.



What you will need to enrol

It takes three steps to enrol with us:



Your charity needs to have a PayPal business account; this is quick and simple to do. [Sign up here](#)



Confirm that your PayPal account belongs to a charity by completing PayPal's Charity Confirmation process by [logging in](#) to your PayPal account. Eligible charities will be automatically enrolled with PayPal Giving Fund.



Once you receive confirmation of enrollment, [log in](#) to your dashboard and update your charity's profile. Add your logo, charity's description, fundraising call to action and keywords to help donors find your charity.

Checklist

We recommend collecting all the following information before beginning the enrolment process.



Account Holder Details

- ☐ Email Address (primary log in)
- ☐ Job Title
- ☐ Date of Birth
- ☐ Home Address

Charity Details

- ☐ Registered Charity Name
- ☐ Registered Charity Number (RCN)
- ☐ Company Registration (CRO) Number (if you do not have this please enter your charity number ending with a 0)
- ☐ Registered Charity Address
- ☐ Website URL
- ☐ Date charity was established
- ☐ Anticipated monthly donations
*This can be a rough estimate of donations your charity currently receives each month.
- ☐ Letter of Authorisation
*A downloadable template is available as you go through this process.

Charity Bank Account Information

- ☐ IBAN Number
- ☐ OR a Debit/Credit Card

How to enrol with PayPal Giving Fund

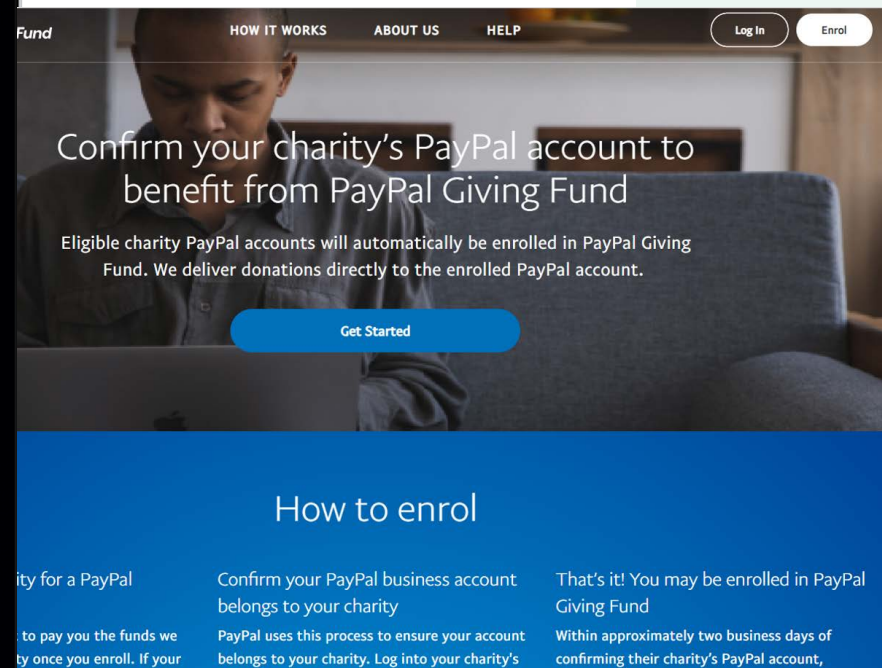
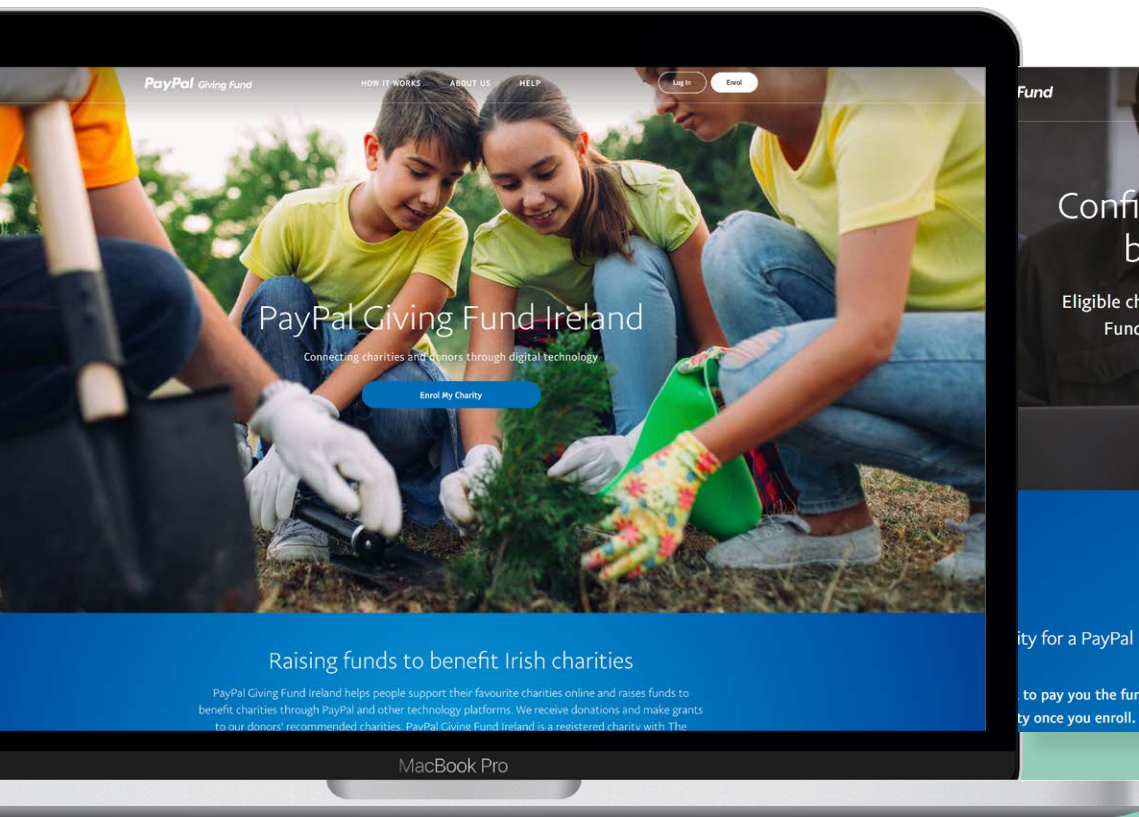
Here's a step by step guide to make the process easy.

Choose a primary account holder, who is authorised to manage your charity's PayPal account and they should complete the registration and confirmation process.

Step 1: [Visit our website](#) and click **Enrol My Charity**. You will then be taken to a page with more details on enrollment.

At the bottom of the page you will be asked to indicate if your charity has a PayPal account.

- If your charity has a PayPal account select **Confirm My Account** and head to [Step 2](#).
- If your charity doesn't have a PayPal account select **Sign up for PayPal** and head to [Step 3](#).

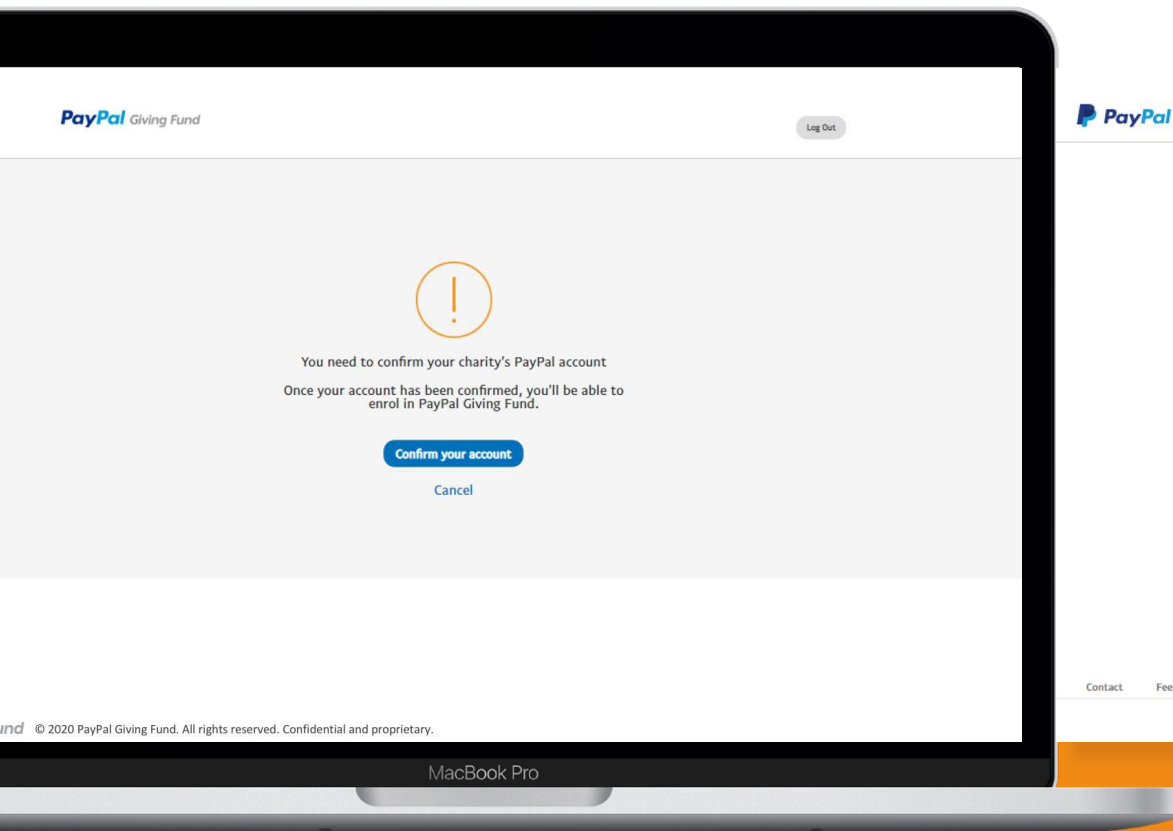


PayPal Account User

Step 2:

Once you have clicked **yes** on the previous page, you will need to log into your PayPal account.

Once logged in you will see the following prompt asking you to confirm your charity account if you have not done so. Select **Confirm Your Account** and go to [page 12](#) to follow the steps for confirming your account.



Non PayPal Account Holder

Step 3:

If you do not have a PayPal business account you will need to register for one, it's free to sign up.

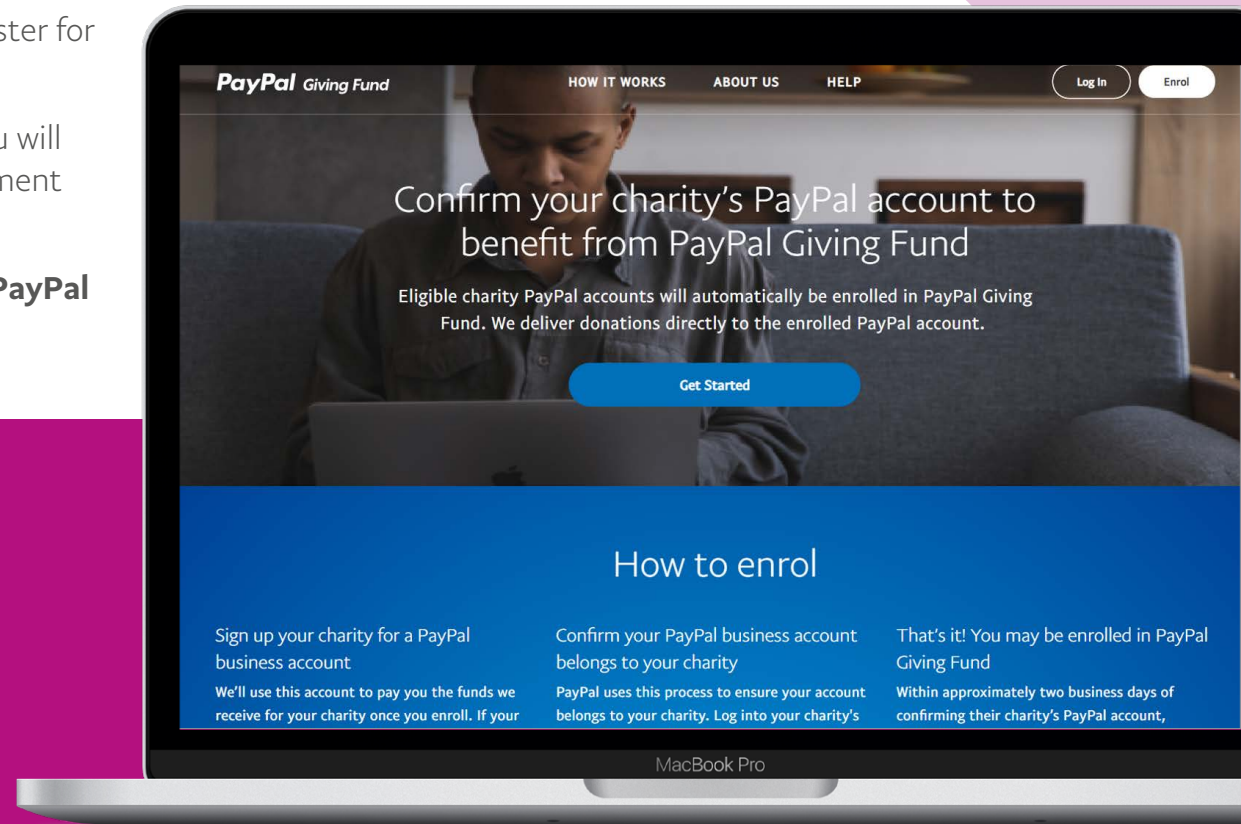
On the PayPal Giving Fund [homepage](#) click **Enrol my Charity**, you will then be taken to a page providing more information on the enrolment process.

At the bottom of the page, in the prompt select the **Sign up for PayPal** option.

You will need a primary account holder, who is authorised to manage the charity's PayPal account and complete the registration and charity confirmation processes.



We recommend using a non-personal email address when signing up, using an 'info@' address enables your charity to always have access to your account rather than a sole individual.

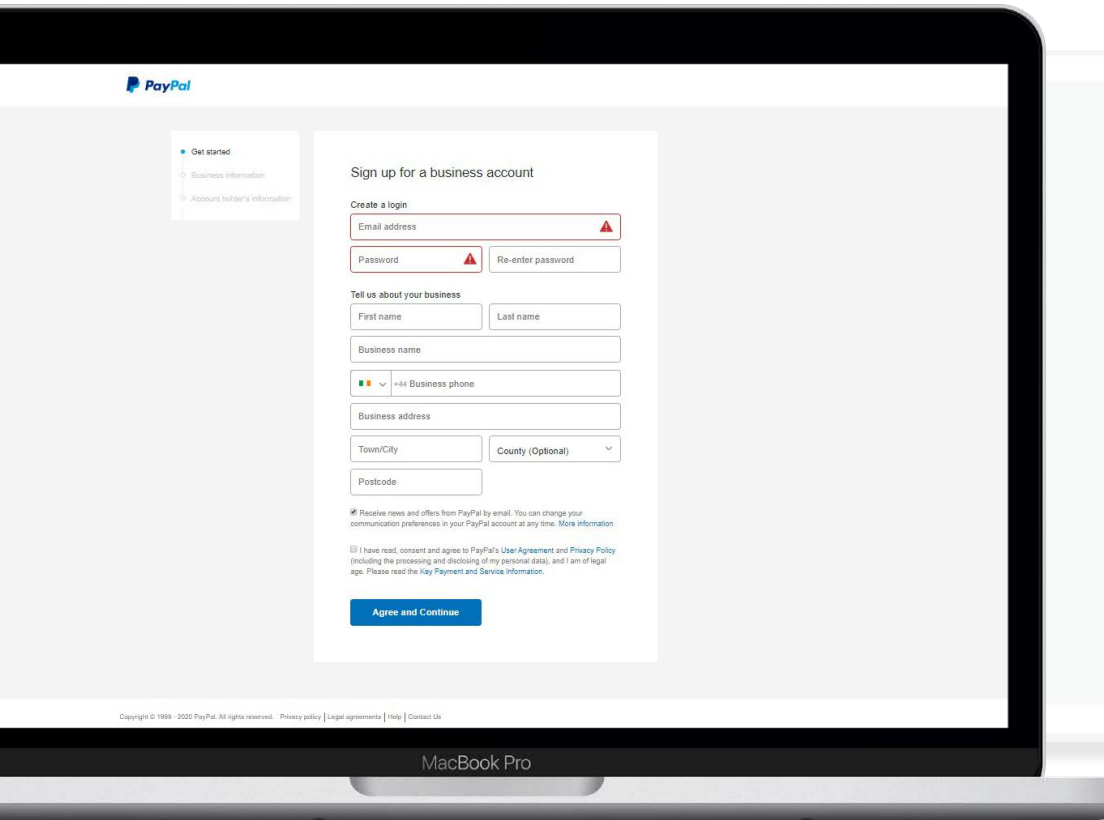


Sign up for a business account

Step 4:

The information provided here will need to be that of the main account holder and your charity's address.

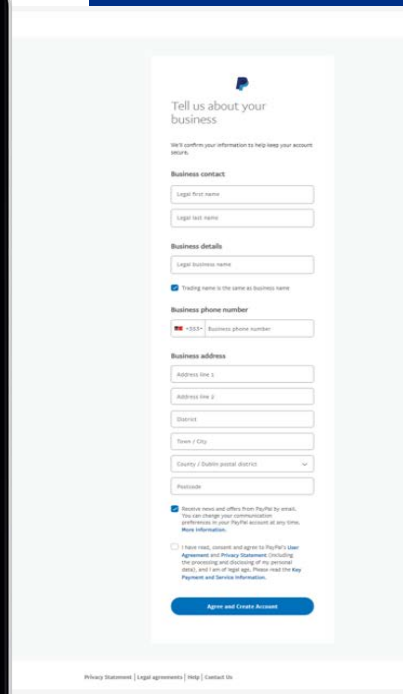
Note that you'll be asked to confirm your identity through a text message or a phone call through your business number.



The screenshot shows the PayPal 'Sign up for a business account' form on a laptop screen. The form is titled 'Sign up for a business account' and includes a sidebar with navigation links: 'Get started', 'Business information', and 'Account holder's information'. The main form sections are:

- Create a login:** Fields for 'Email address' and 'Password' (with a 'Re-enter password' field).
- Tell us about your business:** Fields for 'First name', 'Last name', 'Business name', '+44 Business phone', 'Business address', 'Town/City', 'County (Optional)', and 'Postcode'.
- Agree and Continue:** A blue button at the bottom.

At the bottom of the screen, the text 'MacBook Pro' is visible.



The screenshot shows the 'Tell us about your business' form. It includes the following sections:

- Business contact:** Fields for 'Login first name' and 'Login last name'.
- Business details:** A field for 'Login business name'.
- Business phone number:** A field for 'Business phone number'.
- Business address:** Fields for 'Address line 1', 'Address line 2', 'Street', 'Town / City', 'County / Dublin postal district', and 'Postcode'.
- Agree and Create Account:** A blue button at the bottom.

At the bottom of the screen, the text 'Privacy Statement | Legal agreements | Help | Contact Us' is visible.

Defining yourself as a charity with PayPal

Step 5:

To enrol with PayPal Giving Fund you will need to confirm that your account is a charity account. Becoming a confirmed charity also allows you to qualify for PayPal's special discounted charity rate (1.9% of the transaction amount + €0.35 in case of a transaction in EUR) on directly paid donations.

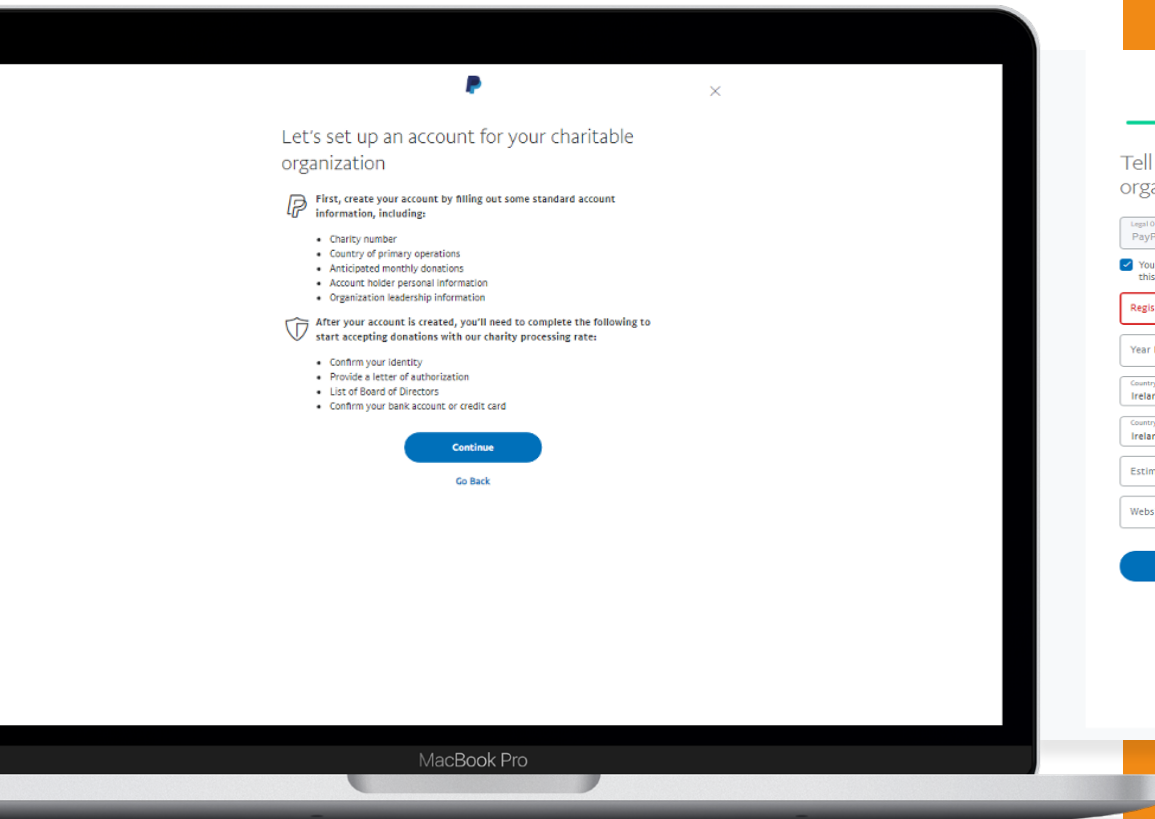
Please ensure that you select 'not-for-profit' as organisation type and tick the checkbox below if you are a registered charity.

The image shows two devices displaying the PayPal 'Describe your business' form. The laptop screen on the left shows the 'Business type' dropdown menu with the following options: Private Corporation, Public Corporation, Nonprofit organization, Government entity, and Trust - Investment and Family. The tablet screen on the right shows the full form with 'Nonprofit organization' selected in the 'Business type' dropdown. Below this, there is a checkbox labeled 'This nonprofit is a registered charity' which is highlighted with an orange circle. Other fields on the tablet include 'Product or service keywords', 'Business URL (if applicable)', 'Country or region of formation or incorporation' (set to Ireland), and a 'PAYPAL* CC Statement Name' field. A blue 'Continue' button is at the bottom of the tablet screen.

Tell us about your organisation

Step 6:

Please ensure that you include your Registered Charity Number (RCN).



This is a detailed view of the "Tell us about your organization" form. It includes a progress bar at the top. The form fields are: "Legal Organization Name" (pre-filled with "PayPal Giving Fund Ireland"), a checkbox for "You want your supporters and donors to see this name." (checked), "Registration Number" (highlighted with a red border and a warning icon), "Year Established", "Country of primary operation" (dropdown menu, pre-filled with "Ireland"), "Country or region of formation or incorporation" (dropdown menu, pre-filled with "Ireland"), "Estimated Monthly Donations" (dropdown menu with a help icon), and "Website URL" (with a help icon). A "Next" button is at the bottom.

We need further information from you

Step 7:

Please provide further information regarding the main Account Holder. Information you will need to include:

■ Date of Birth

■ Nationality

■ Home Address

■ Phone Number

Organisation income and tax information

To comply with tax laws, PayPal is required to ask customers specific questions about their organisation. Please answer Yes or No. ▼

The screenshot shows the 'Enter Account holder's info' page. It includes a section for 'Account Holder Details' with a 'Legal full name' field. Below that is the 'Date of birth' section with fields for Day, Month, and Year, and a 'Nationality' dropdown menu set to 'Ireland'. The 'Home address' section has a checkbox for 'Same as organization address' and fields for 'Address line 1', 'Address line 2', 'District', 'Town / City', 'Country / Dublin postal district', and 'Postcode'.

The screenshot shows the 'Almost done...' page. It includes a thank you message and a list of requirements: 'Confirm your identity', 'Provide a letter of authorisation', 'List your organisation's board of directors', and 'Confirm your bank account or credit card information'. There are buttons for 'Activate Account' and 'Finish later'. To the right, there is a section for 'Organization income and tax info' with two questions: 'In 2019, did your organisation earn 50% or more of its gross income from dividends, interest, rents, royalties or similar sources?' and 'Are 50% or more of your organisation's assets held in real estate, bank accounts, shares, stocks, bonds, intellectual property, or similar income-producing investments?'. Both questions have 'Yes' and 'No' radio button options.



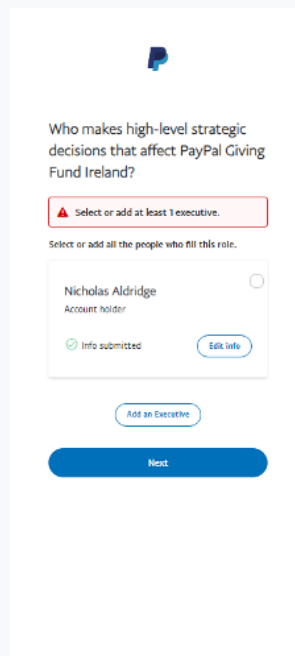
You will also need to provide a proof of identity for the account holder at a later stage of enrolment, this can be a copy of their passport or driving license.

Step 8:


Who makes high-level strategic decisions that affect your charity?

Select the account holder if this is applicable, if not you can add another authorised representative.

Charities should select **NO** when asked if anyone has 25% or more shares, capital or voting rights.



Who makes high-level strategic decisions that affect PayPal Giving Fund Ireland?

 Select or add at least 1 executive.

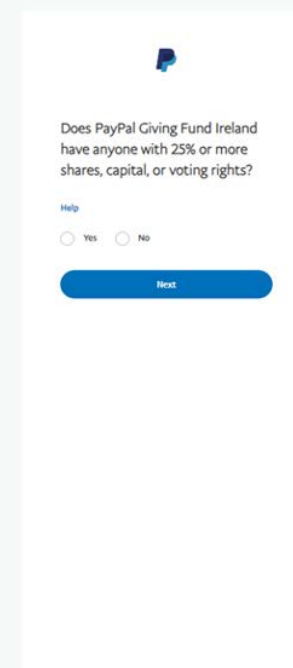
Select or add all the people who fill this role.

Nicholas Aldridge
Account holder

☒ Info submitted [Edit info](#)

[Add an Executive](#)

[Next](#)



Does PayPal Giving Fund Ireland have anyone with 25% or more shares, capital, or voting rights?

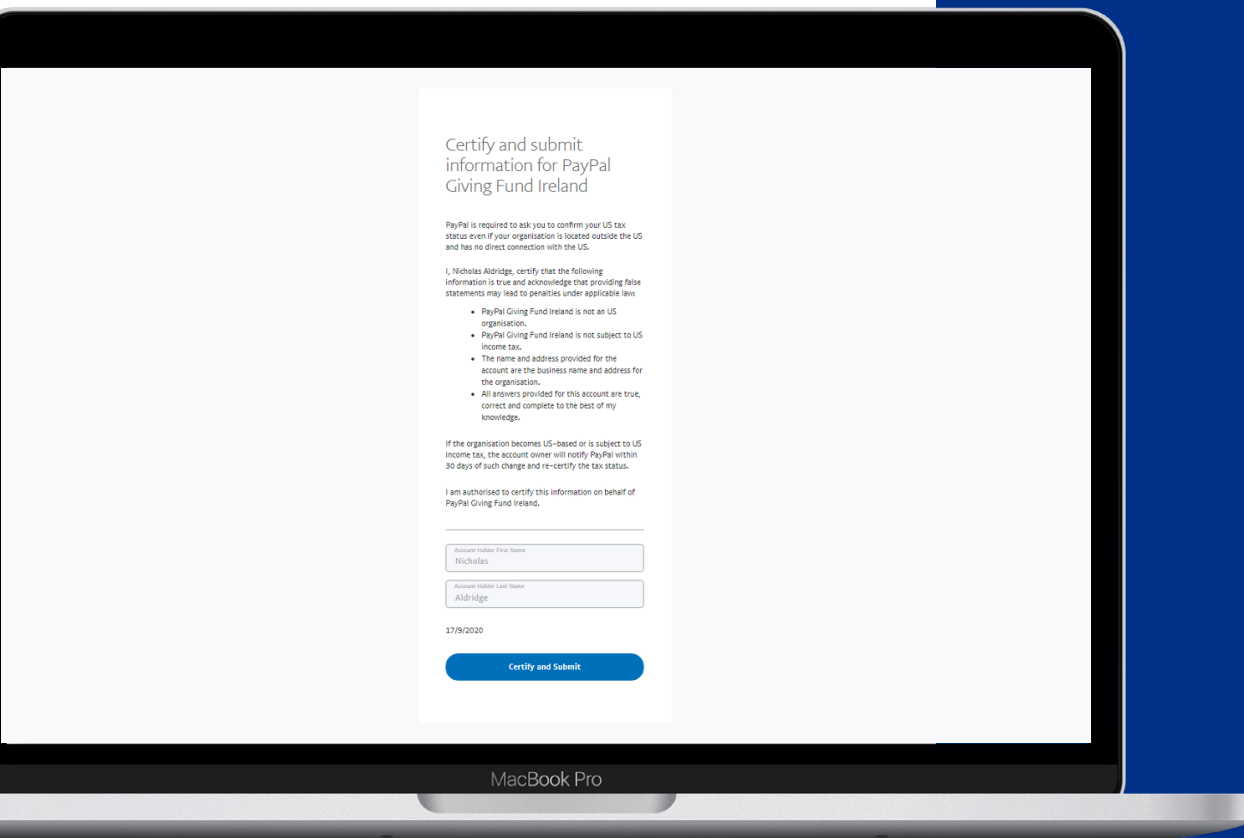
[Help](#)

☐ Yes ☐ No

[Next](#)

MacBook Pro

PayPal requires that you confirm that this charity account is not being set up for a US charity and is only being used for an Irish organisation. If your charity has a US arm, it can sign up with [PayPal Giving Fund US separately](#).



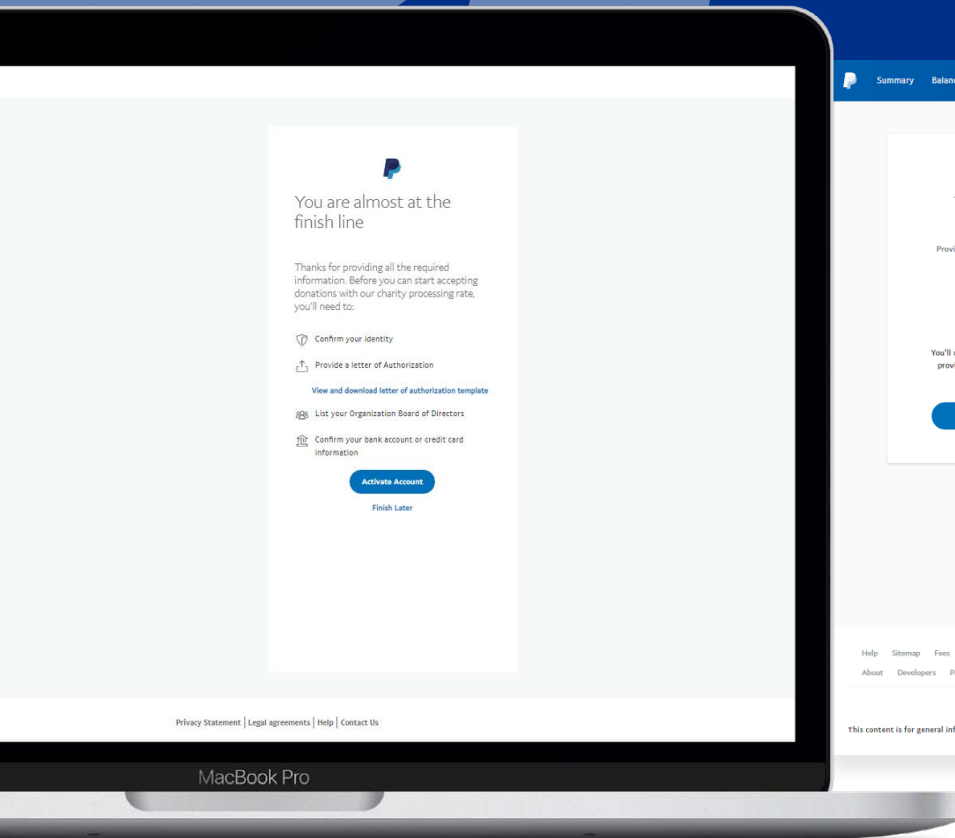
Confirm your identity

Step 9:

You're almost there! We just need some final information from you.

To gain charitable status with PayPal you will need to provide further information such as proof of identity, letter of authorisation and bank details.

We understand that not all charities will have a Company Registration Number. As this is a required field, please insert your Registered Charity Number (RCN) and place 'O' at the end.

A screenshot of the PayPal 'To use all of PayPal's features, confirm your identity' page. The page has a white background with a blue header. It includes a heading 'To use all of PayPal's features, confirm your identity' and a paragraph: 'Providing this info helps us keep the PayPal community safe and comply with government regulations.' Below this are three icons: a document, a checkmark, and a document with a plus sign. The text below the icons says: 'You'll need to confirm or provide your identity', 'Usually, we can confirm everything instantly', and 'Sometimes, you'll be asked to provide additional info'. At the bottom, there is a blue button 'Get Started'.

Let's confirm your business name and add some additional info

This info is required to confirm your organisation's identity.

Legal business name

Enter your legal business name exactly as it appears on your organization's registration documents.

Company Registration Number (optional)

Trading name

A trading name is the name in which you conduct a business. Sole traders can use their own name without registering.

VAT number (optional)

Business website URL (optional)

What type of products or services do you sell?

Product or service keywords
Charitable and Social Service Organizations

Letting us know what kind of products or services you sell helps us provide the solutions you can use to grow your business.

Select, edit, or add a business address.

London, United Kingdom

+Add new

Please ensure that you select Charitable and Social Service Organisation when asked what type of products you sell.

PayPal will summarise and compile the information you have provided into two groups: account holder information and your charity information.

Add your documentation

Finally, PayPal will require you to upload the documentation we included in your checklist on [page 7](#):

Proof of Identity of the Account Holder and Proof of charity registration

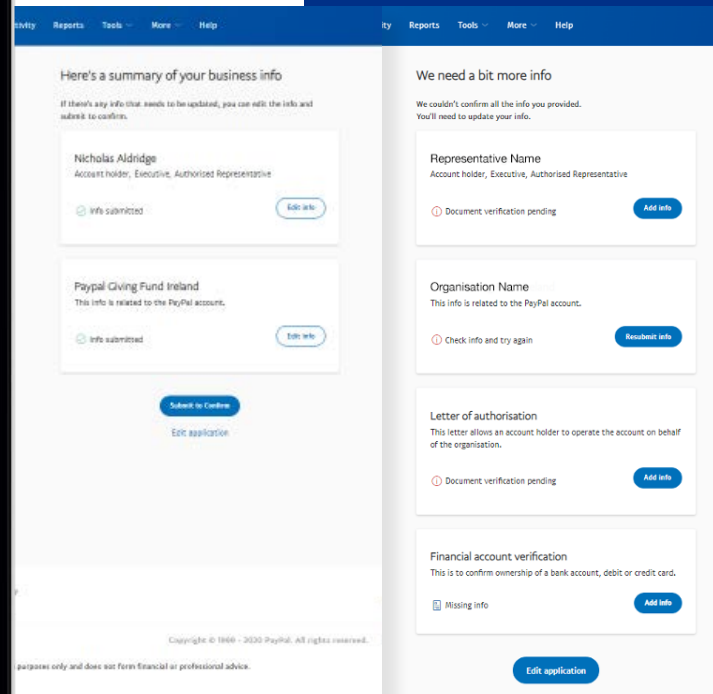
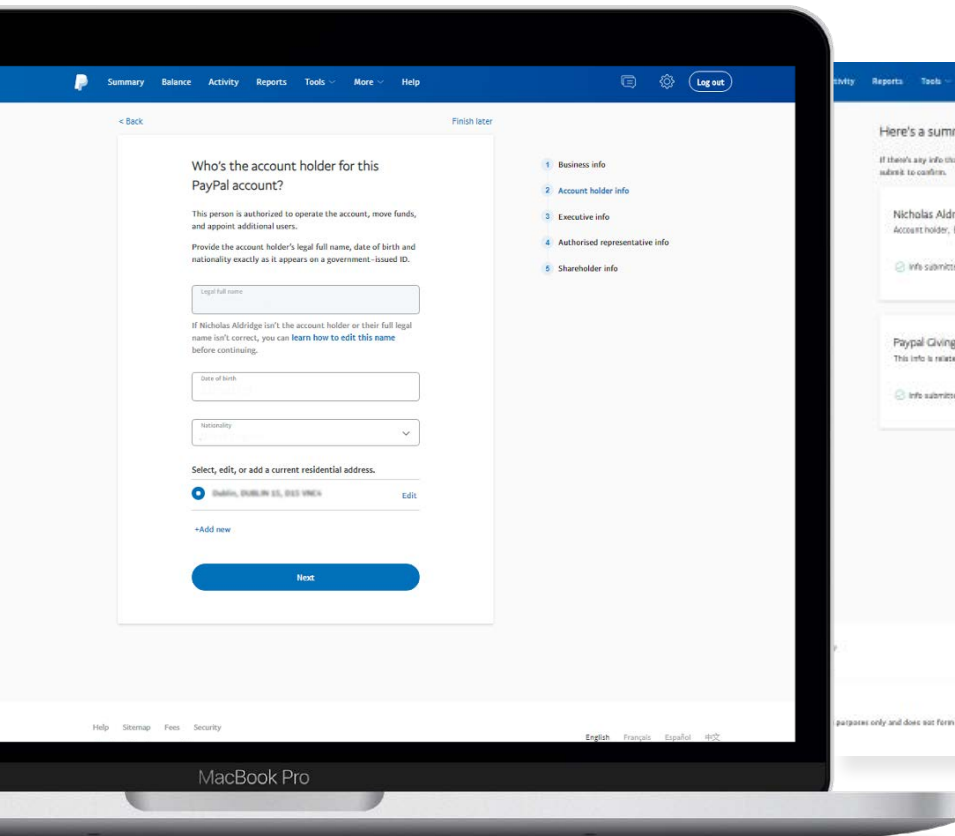
If you are not a registered charity, then PayPal require a copy of your constitution and a letter from the Revenue to show that you are exempt from any taxes.

A signed letter of authorisation

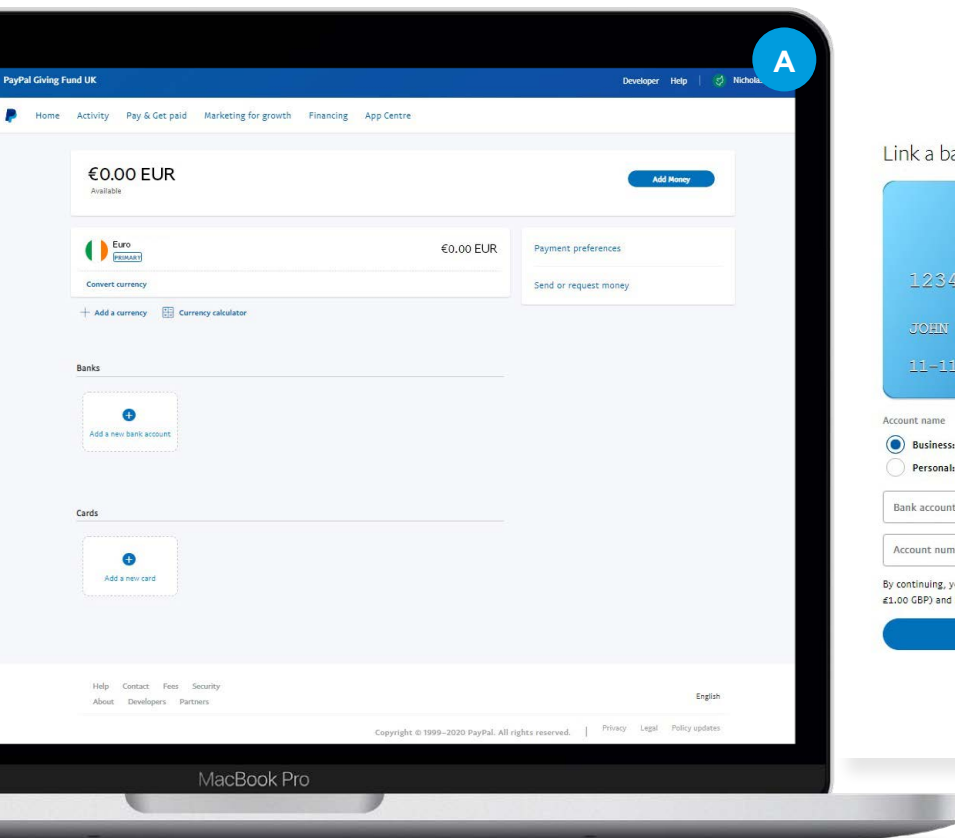
The letter of authorisation is required to be signed by a duly authorised person e.g., the company registered owner, Managing Director, CEO, CFO, Secretary, Town Councillor to be accepted by PayPal.

Link your charity's bank account

You can upload all the above documentation by logging into your PayPal account and by visiting [this page](#).



Link your bank account and cards



Link a bank account

Debit Card

1234 1234 1234 1234

JOHN DOE

11-11-11 12345678

Account name

☒ Business: PayPal Giving Fund UK

☐ Personal: Nicholas Aldrige

Bank account sort code

Account number

By continuing, you agree to let us send 2 small deposit amounts (less than £1.00 GBP) and retrieve them in 1 withdrawal.

Agree and Add

Confirm your bank

We have sent a confirmation code to your bank account. Look for the code in your bank account activity and enter it below to confirm your account.

The 4-digit code will appear next to the £0.01 GBP deposit we sent.

Bank statement

Confirmation code (4 digits)

Confirm

Pay & Get paid Marketing for growth Financing App Centre

Personal

- Confirm identity
- Personal details
- Letter of authorisation

Business

- Business contact information
- Proof of business registration
- Additional business information
- Add beneficial owners
- Add company directors

Beneficial owner information

- Add Owner

Director

- Director details

Account

- Confirm bank account or card

Thank you for providing the required information.

We'll get back to you within a few working days.

Go to Account Overview

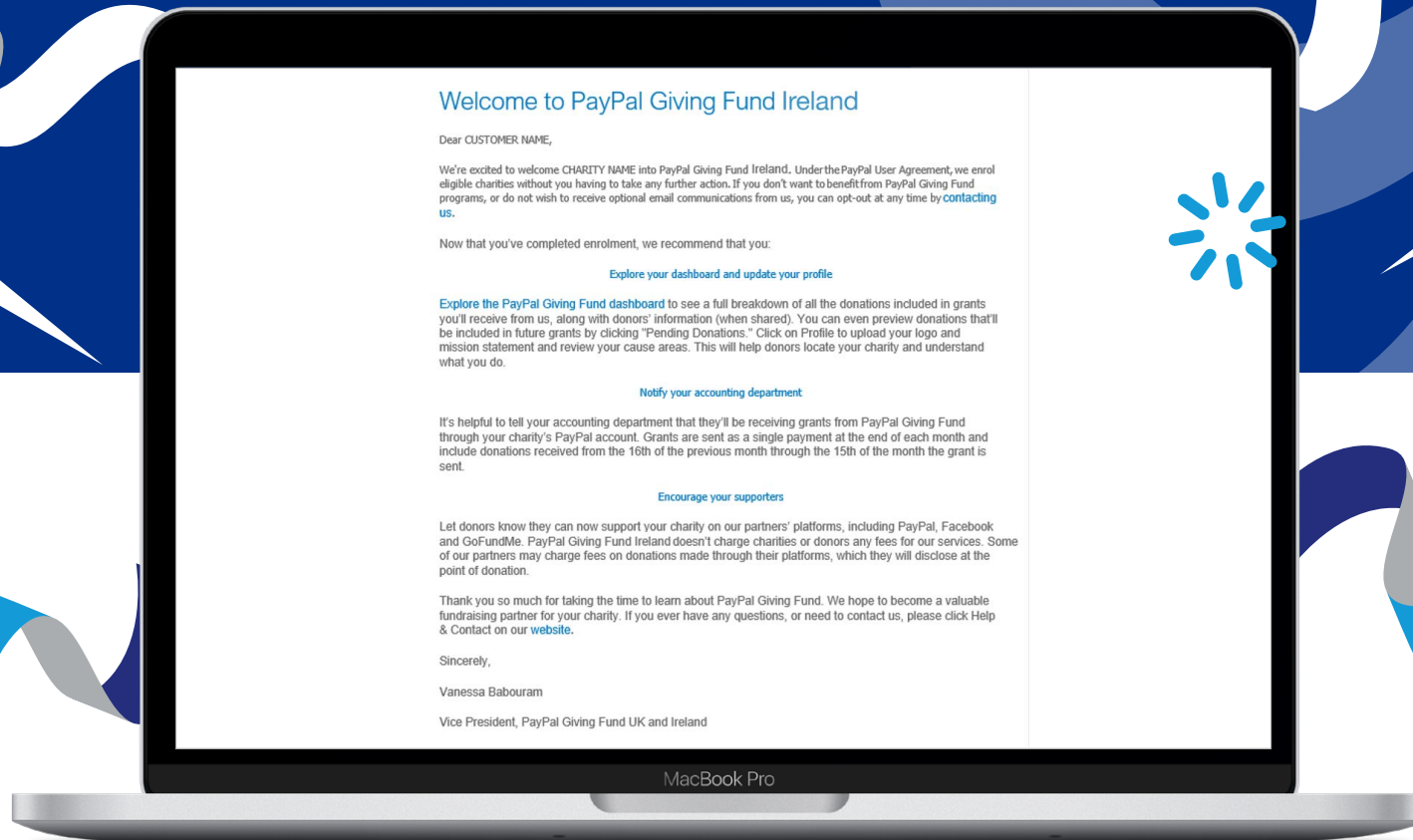
Contact Fees Security Developers Partners

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By linking your bank account, your charity will be able to receive grants from PayPal Giving Fund direct to your PayPal account each month.

Congratulations

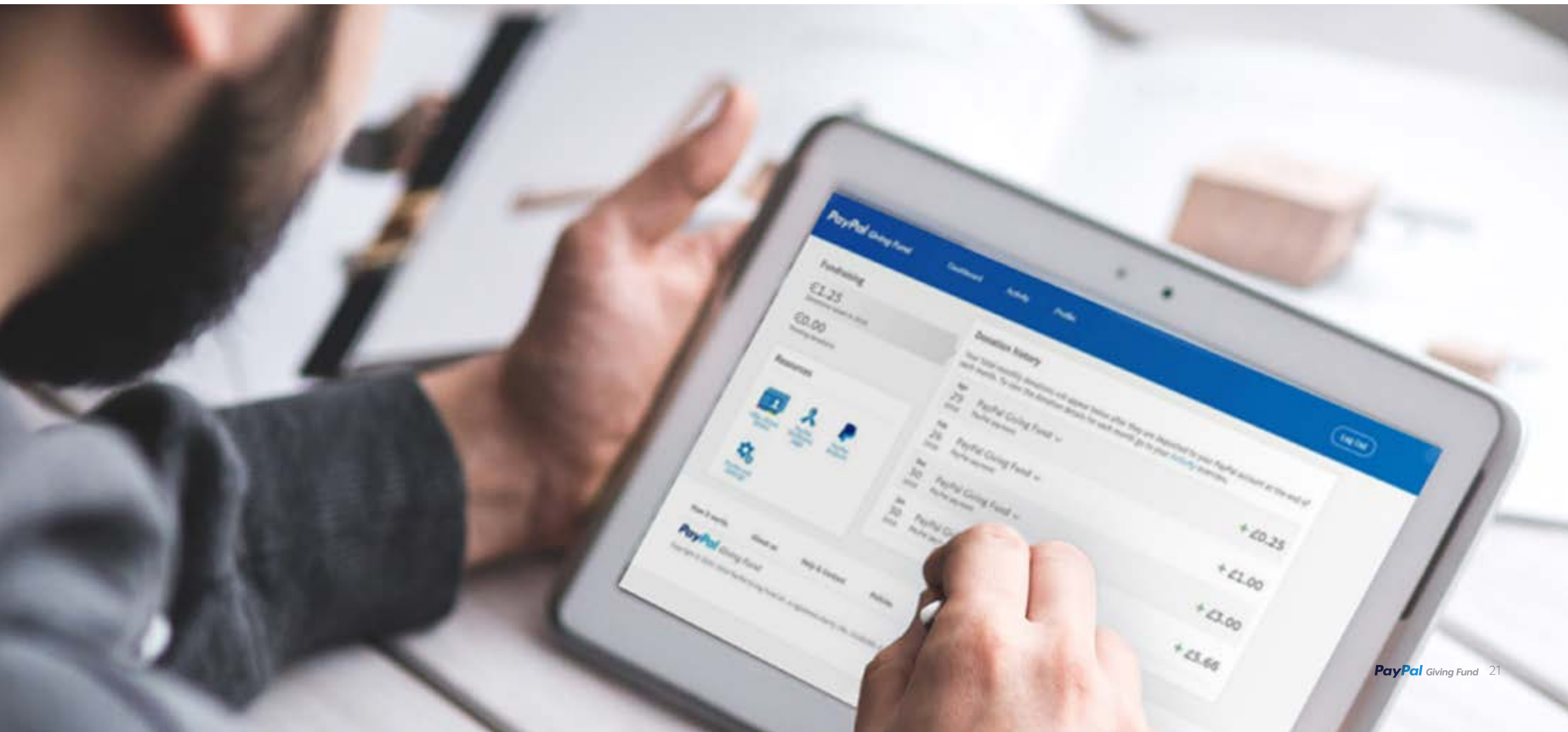
You've now completed the charity confirmation process and your request will be reviewed by PayPal which takes 5-7 working days. Once your status has been confirmed and your charity is eligible, you'll receive an email verifying your enrollment with PayPal Giving Fund.



The PayPal Giving Fund Dashboard

Our dashboard tool enables charities to manage their fundraising with its easy to use design.

Visit our [website](#) and log in to your charity's PayPal account to access the dashboard.



Using the dashboard

Dashboard Tab

Your dashboard tab allows you to view total monthly donations after they have been granted to your charity by PayPal Giving Fund. These payments are broken down by each monthly payout. You can click each month to view which programmes your charity has benefited from and how much was raised. This tab also includes a feature that shows total donations raised for the current year and a personalised Fundraiser Hub link.

Activity Tab

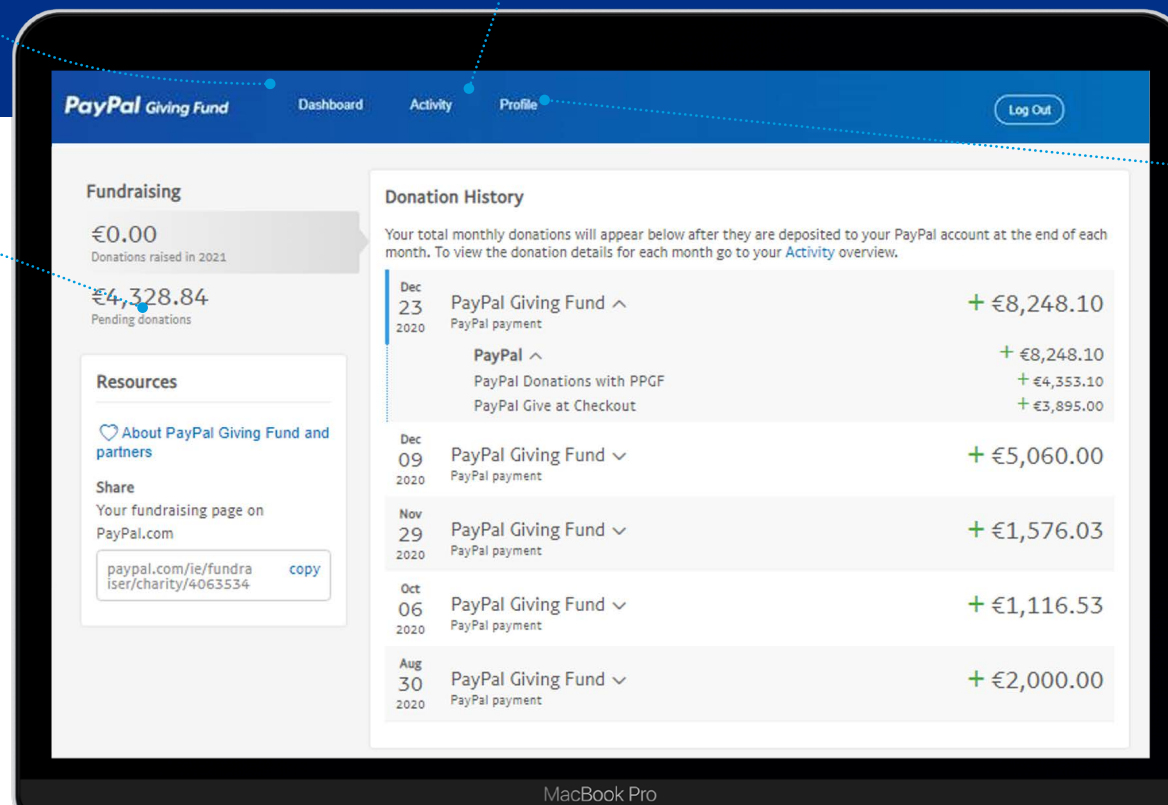
Your Activity tab shows paid donations and allows your charity to view the donation details for each individual donation in more detail. You can download a CSV file of the latest payout your charity has received where you can view the date of the donation, donor name (if the donor has opted in to share this), email address, amount donated and through which partner programme and campaign details. Data can be filtered 90 days at a time.

Charities can also view currently pending donations

within the dashboard tab, featured below the total donations raised in the current year. By clicking the pending donations amount, you can view the individual donations that will be granted in the next scheduled payout.

Profile Tab

This tab allows you to update your charity profile and contact details. You can also opt in to receive marketing from PayPal Giving Fund and our partners on this page.



FAQ

PayPal



How do I resend my documents if they are not accepted by PayPal?

There are two ways you can send us your identity document again:

1. *Log in to your account and follow the PayPal Resolution Center steps.*
2. *Go directly to the document submissions page after logging in.*



How do I add a bank to my PayPal account?

The name on your bank account needs to match the name on your PayPal account, make sure you enter the correct information.

To add a bank account to your account:

1. *Click the Pay & Get Paid tab at the top of the page.*
2. *Under 'Wallet', click Banks and Cards.*
3. *Under 'Bank Account' click Add a bank account.*
4. *Enter your details and click Add bank account.*

To use your bank account as a funding source, and for security purposes as part of getting verified, you need to add your bank account and confirm that you are the owner of that account.

Not all banks are accepted at PayPal, you may be using a bank that is not compatible with PayPal such as an online only or prepaid bank account. Try adding a different bank account to your account.



How do I add another user to my PayPal Business account?

To help with account management and fundraising across your organisation, you can add up to 200 users to your PayPal account.

To add a user to your PayPal account **visit our website**, log in to your charity's PayPal account and go directly to Manage Users within your profile page. When prompted to choose the permissions for the new user you are adding, be sure to select Access Reports under the Administration section. You can also select any other permissions you want the new user to have.



How do I update the name of my PayPal account to reflect my charity's name?

1. *Log in to your PayPal account.*
2. *Click the Business Profile icon beside 'Log Out' and select Profile and Settings.*
3. *Click My Business Info.*
4. *Click Change next to Name.*
5. *Select Business Name Change (business name).*





FAQ



PayPal Giving Fund Help

How does PayPal Giving Fund grant funds?

PayPal Giving Fund grants donations to charities at the end of each month, by depositing a single payment into each charity's PayPal account.

Donations received from the 16th of the previous month up to the 15th of the current month are distributed at the end of each month.

We accumulate funds over the month to help reduce charities' donation administrative costs. This also means we can account for any donor-reclaimed refunds and eliminates the need for charities to manage refunds or chargebacks directly with the donors.

How can you thank your donors?

If a donor consents to share their details, these can be found in the downloadable payout report from the dashboard.

You will be able to see their name, email address along with the partner programme and campaign their donation was made through.

For more information please see our [User Agreement](#).

For more assistance please visit our [website](#)



If you have any questions or require assistance please
visit our [website](#) or call us on +353 1 53 64225

***PayPal* Giving Fund Ireland**