



Coptic Orthodox Diocese of New York & New England



Virgin Mary & St. Pachomius Church

3 Swim Club Rd, Stony Point, NY 10980

Setting Up Your Contribution through BILL PAY

To Set Up Automatic Payments:

1. Go to your online banking website and log in
2. Go to "Pay Bills" or "Bill Payments"
3. Click on "Add Bills"
4. Choose pay to a "Company" or "Company without an account number"
5. Enter the following information as needed:
 - a. **Name: Virgin Mary & St Pachomius Church**
 - b. **Address: 3 Swim Club Road, Stony Point, NY 10980**
 - c. **Phone number: 845-429-9299**
6. Go to "Manage My Bills", select *Virgin Mary & St Pachomius Church*
7. Select "Add automatic payment" and make the following selections:
 - a. Select personal account to make payment from
 - b. Select the payment amount
 - c. Select the payment date
 - d. Select the payment frequency (weekly, bi-weekly, monthly, etc.)
8. Make all other appropriate selections
9. Submit/Save



Thank you for your support. All contributions and pledges are tax deductible. For more information or for any questions, please contact us at donations@vmspchurch.org.

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