

International Church Matching Gift Instructions for Church Staff Members

- 1.) Go to www.dbu.edu/match
- 2.) Type your full name in the box titled "Your Name."

RightSignature Submission Form for Church Matching

To fill out this Online Form and sign with an electronic signature:

1. Enter your name below to begin.
2. The form will be automatically returned to **Financial Aid <finaid@dbu.edu>** after you submit it.
3. Before proceeding, please review the Terms of Use and Consumer Disclosure.

REQUIRED ▶ Your Name:

[Terms of Use](#) [Consumer Disclosure](#) [Privacy Policy](#)

- 3.) Fill in the required information about the student, church, and wire transfer in the boxes below.

Dallas Baptist University
Financial Affairs Office



Submission Form for Church Matching Letters

**** To be completed by church staff, not student. ****

REQUIRED ▶ Student Name: Student ID:

Pastor or Church Staff Name: Church Name:

Wire Amount: Date the wire was sent:

- 4.) Upload the signed official church letter by first clicking, "Attach File." Then, click "Browse..." to select the document from your computer to be uploaded.

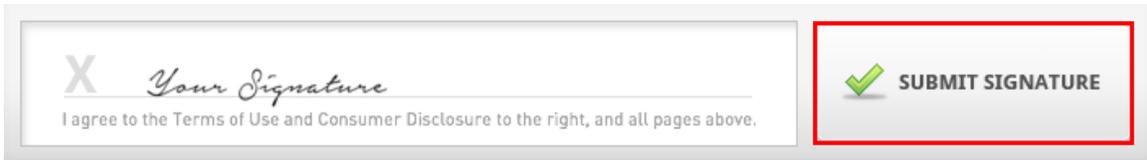
REQUIRED ▶ **NOTE:** Please attach church letter signed by pastor or church leader.

Attach a File ✕

Please select an attachment from your computer. Attachments can be PDF's, TXT's, DOC's, XLS's, and images less than 10mb.

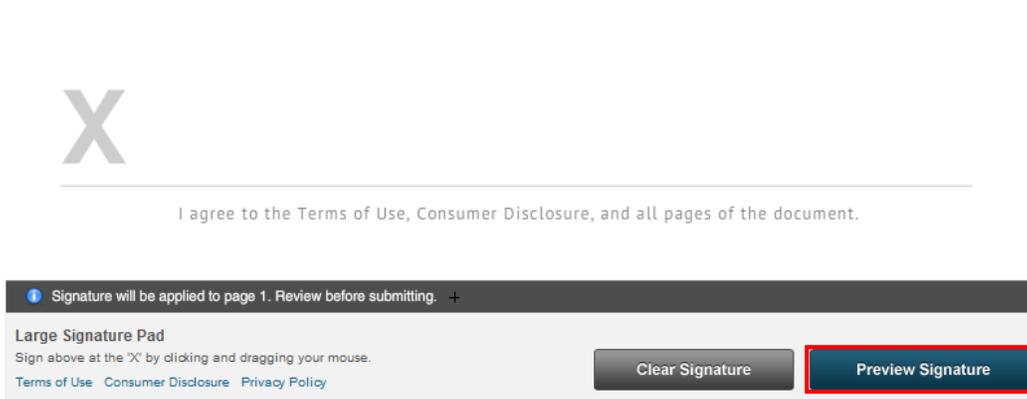
No file selected.

5.) Click on the box below to open the Signature Pad.



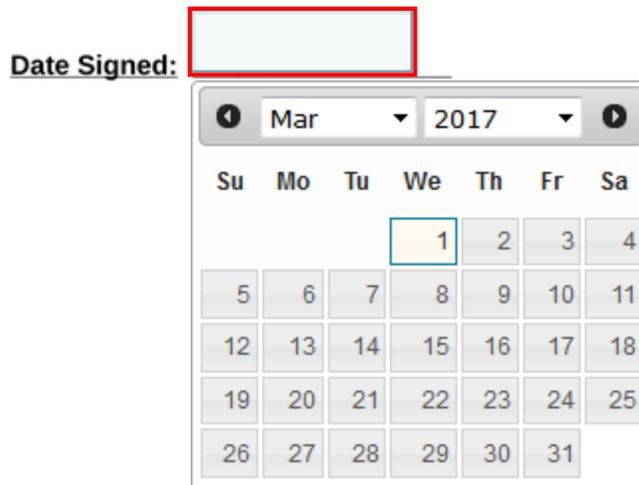
The image shows a signature pad interface. On the left, there is a large 'X' followed by the text 'Your Signature' in a cursive font. Below this, it says 'I agree to the Terms of Use and Consumer Disclosure to the right, and all pages above.' On the right, there is a red-bordered button with a green checkmark icon and the text 'SUBMIT SIGNATURE'.

6.) Sign your name in the Signature Pad and click "Preview Signature."



The image shows a signature pad interface. On the left, there is a large 'X' followed by the text 'I agree to the Terms of Use, Consumer Disclosure, and all pages of the document.' On the right, there is a 'Preview Signature' button highlighted with a red border. Above the buttons, there is a message: 'Signature will be applied to page 1. Review before submitting. +'. Below the message, it says 'Large Signature Pad' and 'Sign above at the 'X' by clicking and dragging your mouse.' There are also links for 'Terms of Use', 'Consumer Disclosure', and 'Privacy Policy'.

7.) Fill in the box labeled, "Date Signed" or click on the calendar to select the date signed.



The image shows a 'Date Signed:' label followed by a red-bordered input box. Below the input box is a calendar widget. The calendar shows the month of March 2017. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The date '1' is highlighted in yellow.

8.) Finally, click on the 'Submit Signature' button to complete the form.



The image shows the final form. On the left, there is a 'Signature:' label followed by a red-bordered box containing the text 'Signature Here...'. Above this box is a tooltip that says 'Click to open Signature Pad...'. To the right of the signature box is a 'SIGN' button. On the right, there is a 'Date Signed:' label followed by a red-bordered input box.

12.) Select the payment method you wish to use. Credit card transactions will be processed by banks faster than wire transfers but will have a higher cost. Some countries have more options than others.

Payment Options	Cost
<input checked="" type="radio"/> Boleto Supports 	12,069.00 BRL
<input type="radio"/> Online Transfer/EFT Supports    	12,274.00 BRL
<input type="radio"/> Debit/Credit Card in BRL Use this option for cards issued in Reais (BRL) Supports        VISA	12,274.00 BRL
<input type="radio"/> Installments via Debit/Credit Card in BRL Use this option to have the full amount above delivered to the institution, while paying in installments in Reais (BRL) with your Debit or Credit Card. Please note: The total payment cost is set by Mercado Pago, our partner powering our installment plan. If you chose 2 or more installment payments your total cost will depend on the number of installments you chose, and will be verifiable when finalizing credit card submission. Supports   VISA    	12,274.00 BRL

[I want to pay in another currency](#)

13.) Create a Flywire account by providing your first name, family name, email, and password. Click “Continue with payment” once the user account fields are completed.

Flywire Account

Create a new account
 Sign into an existing account

* First / Given Name

* Last name / Surname / Family name

* Email

* Password

* Password Confirmation

By clicking "CONTINUE WITH PAYMENT" you agree to the [Flywire Terms of Use and Privacy Policy](#).

CONTINUE WITH PAYMENT

Create a new account to...

- Send payments to Dallas Baptist University Church Matching Gift Program
- Track your funds as they are delivered
- Get immediate assistance if you have any questions

14.) Certify you are a church staff member giving specifically to the DBU Church Matching Gift Program by check-marking the next two boxes.

Contact Information

* Church Staff

Payment Information

* Church Gift for Scholarship

- 15.) Fill in all required information about the student. The student ID must be seven digits, which usually requires a zero at the beginning.

Student Information

* Name of Church
International Church of Brazil
* Student ID (ex. 0123456)
0123456
* Student First Name
Gabriel
Given Name
Student Middle Name
Lucas
* Student Last Name
Santos
Surname / Family name
* Date of Birth
03/16/1994
MM/DD/YYYY
* Student Email Address
gabriel@yahoo.com
* Payment Term
Fall 2018

- 16.) Enter all information required of the payer. If the bank account is in the name of the church, enter the full name of the church into both the "First name of Payer" and "Last name" fields.

Payer Information

* **First name of Payer** ?

International Church of Brazil

If a company or organization is paying, please enter the organization name in place of first name.

Middle name ?

* **Last name** ?

International Church of Brazil

If a company or organization is paying, please enter the organization name in place of last name.

* **Address 1** ?

R. Barão do Triunfo, 1690 - Brooklin Paulista

Address 2 ?

* **City** ?

São Paulo

State / Province / Region ?

SP

ZIP / Postal Code ?

* **Country** ?

Brazil

* **How can we reach you via phone if there are questions with your payment?** ?

+55 11 5077-2537

CONTINUE WITH PAYMENT

17.) Click "Continue with Payment" to complete the transaction.

By clicking "CONTINUE WITH PAYMENT" you agree to the Flywire [Terms of Use and Privacy Policy](#).

CONTINUE WITH PAYMENT