



## Submitting a Lodge Donation with a Credit Card

Using a Lodge or personal credit card is a fast and easy way to submit ENF donations, without having to go through the process of acquiring a check.

Please read the following directions to ensure the donation is properly credit to your Lodge's donors.

- If the Lodge donation is **NOT** made up of individual member donations:
  - Donate online\* at [enf.elks.org/LodgeRemit](http://enf.elks.org/LodgeRemit), and simply type “Lodge Donation” in the Batch ID number box.
  - You may also call the ENF (773/755-4764) to donate by phone.
- If the Lodge donation **IS** made up of gifts from members, a remittance form is required.
  - The easiest way to submit donation information electronically is through the Online Remittance Form or CLMS Remittance form for Donations with Dues\*\*, and make note of the Batch ID Number. Then, visit [enf.elks.org/LodgeRemit](http://enf.elks.org/LodgeRemit), enter the batch donation total as the gift amount, enter the Batch ID number in the box provided, complete the donation form\* and click donate. Donations will then be credited to members listed on the submitted remittance but a Batch ID must be provided.
  - You may also call the ENF (773/755-4764) to donate by phone with the batch number.
  - If the Lodge isn't able to use an online form, we suggest emailing, faxing or mailing the forms and following up with a phone call with the credit card number.

\* If using a Lodge credit card (billing name is the Lodge, not an individual), complete the form as indicated in the photo below.

### Donor Information

\* Donor First Name:

Lodge Name

\* Donor Last Name:

Lodge Number

\*\* Online Remittance Form is located in the Lodge Chair Only section of the ENF website. This form is available to Lodge Secretaries—along with the CLMS Remittance Form for Donations with Dues—in CLMS on the ENF tab under Reports.