

The Payment Link Card

A one-page reference for collecting a sponsorship, dues, or gift from someone who isn't in the room

Comparing Your Options

PLATFORM	CARD FEE	BANK TRANSFER	SETUP
Square Invoices	2.9% + \$0.30	1% (min \$1)	Free, same day
PayPal (nonprofit rate)	2.89% + \$0.49	—	Nonprofit verification required
Venmo Business	1.9% + \$0.10	—	Free, same day

Setting One Up

- ☐ Create a free business account with your organization's EIN and bank account — not a volunteer's personal account.
- ☐ Enter the amount and a memo describing what it's for, so your records and the payer's records match months from now.
- ☐ Send it directly to the person by email or text — never post it publicly.
- ☐ Confirm it clears and log it in your treasurer records the same day, the same way you'd log a check.

What to Say When You Send One

SAMPLE MESSAGE

"Thanks again for sponsoring the Fall Fundraiser this year! Here's a secure link to send your \$250 — you can pay by card or bank transfer, whichever's easier: [link]. Let me know if you have any trouble with it."

Naming the exact amount and what it's for up front means the payer isn't guessing, and it reads as organized rather than like a cold ask.

The full guide is at usepotluck.org/guides/how-to-collect-a-payment-when-you-cant-meet-in-person
Potluck keeps your event calendar, donor records, and fundraising history in one place. [Free to start.](#)