

Event Fee Payments Made By Church

Payments made by the church event fee payments.

First, the event participant must be registered for the event as an event registrant with fees. Typically this means that the participant is registering on events.reliant.org and then simply hitting save for later when they get to the payment page. This way there is an event registration with fees attached to their name. (Another way is for the event director to have asked Reliant to manually add their name and fees to the event.) Either way, the participant's name and fees must be added to the event registration in order for Reliant to accept a payment from the church. Please stop and make sure this step has been completed before trying to make payment.

If the event participant's church is paying for the participant's event fees, that church can make payment in three ways.

1. Internal Transfer

The signer authority for the Reliant department fund for which the church is responsible for can request an event payment internal transfer to the specific event fund to pay an event payment for a specific missionary fee. Once you have approval, you will complete the request following these steps. Another method is for the signer for the Reliant department fund for which the church is responsible for can fill out an event payment department transfer request to make a transfer to the specific event fund to pay an event payment for a specific missionary fee. This transfer will go straight to the event fund (not to the fund for which an employed participant is responsible). It will be considered an event fee payment (not a donation from the church). There will be no fees associated with this type of payment.

Event Payment Department Transfer Request

(See [Event Fund Transfer Requests](#) for more details.)

2. Payment by credit card.

Our event registration online website only allows the individual event participant to make credit card payments online for their own event fees. Therefore, if the church wants to make a payment for an event fee for an event participant, they will need to call gift services directly 877-614-4600 to make the payment over the phone. (This type of payment would have the Reliant event admin fee and a 3% credit card fee associated with it.)

3. Mail a check



Event payments are different from donations, so if you are mailing a check we need to make sure that gift services can see this is an event payment and not a donation by following the instructions below.

Your church can mail Reliant a check (made out to Reliant) or send a check using Bill Pay for the total amount they are sending for all the event participants for which they are paying event fees. This type of payment would have the Reliant event admin fee associated with it.

Option 1: Paper Check

- *The check must include the words event payment* in the memo line. This is very important!
- The envelope needs to also include a note that lists the event name, the fund name (contact the Event Director if you're unsure), the names of the participants, and how much the church is paying for each participant in the envelope with the check.
- Please address the envelope being mailed to Reliant: Event Payments. This will help our gift services team know it is not a donation.

Reliant: Event Payment

11002 Lake Hart Dr. Ste 100

Orlando, FL 32832

Option 2: Bill Pay

- If you are mailing the check via online banking, please send events@reliant.org an email with the name of the church, the event name, the fund name (contact the Event Director if you're unsure), and the names and amounts being given for each participant so that they can inform gift services that the check is coming.

Payee: Reliant - Events

Account Number: Event Fund Number and Participant Name

Address:

Reliant Events

Attn: Events

11002 Lake Hart Dr

Suite100

Orlando, FL 32832

Memo: Event Fund Number and Participant Name

The line should clearly identify the check is intended for a participant attending an event.