



Lake Washington Toddler Group

12057 124<sup>th</sup> Ave NE

Kirkland, WA 98034

Voicemail (425) 827-6940

# PayPal Payment Instructions - Computer

Lake Washington Toddler Group is a non-profit organization. To keep costs down, please help us eliminate fees from PayPal by using these steps.

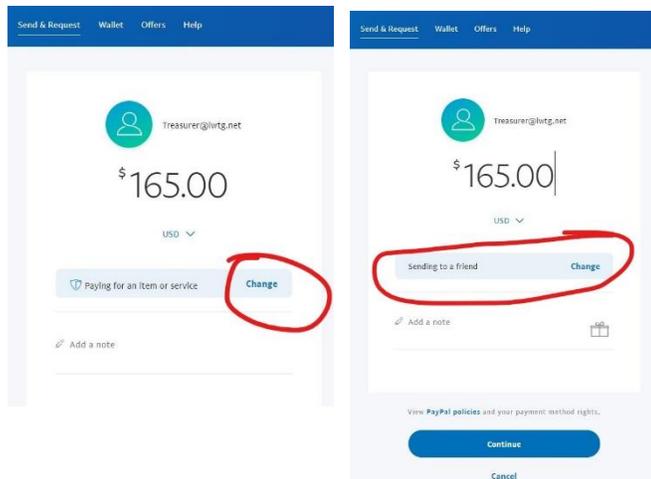
1. First login to your PayPal account on their website. You must associate your bank checking or savings account with your PayPal account to avoid paying PayPal fees. It might take up to 48 hours to finalize this process. Please do not use a credit card to pay as this will create fees for both you and for the Toddler Group.

2. Then click the "Send Money" icon. Type in **treasurer@lwtg.net** for the email address, then click "Next"

3. Type in the amount you owe for enrollment (annual \$120 non-refundable fee) or tuition (\$165 for one child, \$205 for one child and an infant sibling, or \$297 for twins or one child and a non-infant sibling).

You are also welcome to pay for multiple quarters of tuition. Please see <http://www.lwtg.net/registration/> for more tuition info.

4. The default payment method is "Paying for an item or service" so you will need to change that. Select the "Sending to a friend" option instead in order to avoid fees



5. In the "Add a note" section, please type in the name of the child who is registered as the student with LWTG, your class day and time, and if you are paying for multiple quarters of tuition. Then click the continue button at the bottom.

6. Next you will confirm your bank account and the amount to send. You should see that the listed fee for the transaction

is \$0.00. If this is not what you see, please verify that you are using a checking or savings account with your bank directly (not a debit or credit card) to make the transaction. Once everything looks correct, hit "Send Payments Now" at the bottom. You will get a confirmation on the website as well as one from PayPal directly to your linked email address. If you have trouble with this, please email the treasurer directly at [treasurer@lwtg.net](mailto:treasurer@lwtg.net).

