PayPal Basics

Jennifer Wilson, Director
Lynne Berry, Office Manager
Riley County K-State Research & Extension
Overview

• Advantages of Online Payments
• Basic PayPal Set-up
• Calculating Fees
• PayPal Here Option
• Accessing Funds
• PayPal and Your KSU 8-7b
• Sales Tax & Cost Recovery
• Issuing Refunds
Advantages of Online Payments

• Easy
• Convenient
• Meets Customer’s Needs
• PayPal interfaces with registration software like Constant Contact
• Can be used for:
  – Collecting Registration Fees
  – Selling items like farm account books, soil tests, Walk Kansas apparel, radon test kits—anything your office has to sell!
Basic Set-up

- [www.paypal.com](http://www.paypal.com)
Welcome back, Jennifer
Please provide some information about your business

Tell us about your business

What type of business is it?
- Individual/Sole Proprietorship
- Partnership
- Corporation
- Nonprofit organization
- Government entity

Tell us about your business

- Government entity
- Education
- Colleges and universities
- Up to USD $4,999

Just getting started? You can guess what your monthly sales will be for the next three months.

Employer ID Number (EIN)
Enter EIN

Do you have a business website?
- Yes
- No

www.riley.ksu.edu

Continue
• PayPal requires this information so they can verify that a real person is setting up the account.
• Continue with Payment & Account Set-up
• Use your Extension Council’s bank account information
• PayPal verifies accounts by making small deposits
Calculating Fees

• PayPal’s Fee = 2.9% + 30 cents per transaction
• Fees are taken off the top
• Money is held in your PayPal account
• Uses card reader
  – 1st reader is free; $14.99 for each additional
• Allows you to swipe cards using mobile device
• Must download free app
• Fee is 2.7% per swipe*
How do I get my money?

- Email alerts you to a purchase
  - Print and file that email

---

**Lynne Berry**

From: PayPal <member@paypal.com>
Sent: Friday, March 11, 2016 3:37 PM
To: Lynne Berry
Subject: Notification of payment received

Mar 11, 2016 15:37:01 CST
Transaction ID: 0G618240DV490092R

Hello Riley County Extension Council,

You received a payment of $8.00 USD from Maria Berry <maria@ksu.edu>

Thanks for using PayPal. You can now ship any items. To see all the transaction details, log in to your PayPal account.

It may take a few moments for this transaction to appear in your account.

Seller Protection - Eligible

Buyer
Maria Berry <maria@ksu.edu>

Shipping address - confirmed
Maria Beebe

Instructions to merchant
The buyer hasn't entered any instructions.

Shipping details
You haven't added any shipping details.

<table>
<thead>
<tr>
<th>United States</th>
<th>Description</th>
<th>Unit price</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Walk Across Kansas</td>
<td>$8.00 USD</td>
<td>1</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

Subtotal: $8.00 USD
Total: $8.00 USD
Payment: $8.00 USD

Transaction amount less fee
• Log into your account
How do I get my money?

- Click *View All Transactions* to see fees

![Transaction Table](image-url)

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Name/Email</th>
<th>Payment status</th>
<th>Details</th>
<th>Gross</th>
<th>Fee</th>
<th>Net amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 16, 2016</td>
<td>Payment From</td>
<td>Selena Bennett</td>
<td>Completed</td>
<td>Details</td>
<td>$21.00</td>
<td>-$0.91</td>
<td>$20.09 USD</td>
</tr>
<tr>
<td>Mar 16, 2016</td>
<td>Payment From</td>
<td>Sam Baker</td>
<td>Completed</td>
<td>Details</td>
<td>$8.00</td>
<td>-$0.53</td>
<td>$7.47 USD</td>
</tr>
<tr>
<td>Mar 15, 2016</td>
<td>Payment From</td>
<td>Marie Amthauer</td>
<td>Completed</td>
<td>Details</td>
<td>$5.00</td>
<td>-$0.53</td>
<td>$7.47 USD</td>
</tr>
<tr>
<td>Mar 15, 2016</td>
<td>Payment From</td>
<td>Lindsay Thompson</td>
<td>Completed</td>
<td>Details</td>
<td>$8.00</td>
<td>-$0.53</td>
<td>$7.47 USD</td>
</tr>
<tr>
<td>Mar 15, 2016</td>
<td>Payment From</td>
<td>Emily Dringenberg</td>
<td>Completed</td>
<td>Details</td>
<td>$24.31</td>
<td>-$1.00</td>
<td>$23.31 USD</td>
</tr>
<tr>
<td>Mar 14, 2016</td>
<td>Payment From</td>
<td>Angela Signore</td>
<td>Completed</td>
<td>Details</td>
<td>$105.00</td>
<td>-$5.67</td>
<td>$99.33 USD</td>
</tr>
<tr>
<td>Mar 14, 2016</td>
<td>Payment From</td>
<td>Brandy Berg</td>
<td>Completed</td>
<td>Details</td>
<td>$24.31</td>
<td>-$1.00</td>
<td>$23.31 USD</td>
</tr>
<tr>
<td>Mar 14, 2016</td>
<td>Payment From</td>
<td>Mansa Lanson</td>
<td>Completed</td>
<td>Details</td>
<td>$7.00</td>
<td>-$0.50</td>
<td>$6.50 USD</td>
</tr>
<tr>
<td>Mar 14, 2016</td>
<td>Transfer To</td>
<td>Bank Account</td>
<td>Completed</td>
<td>Details</td>
<td>-$65.40</td>
<td>$0.00</td>
<td>-$65.40 USD</td>
</tr>
<tr>
<td>Mar 12, 2016</td>
<td>Payment From</td>
<td>Rita Nelson</td>
<td>Completed</td>
<td>Details</td>
<td>$8.00</td>
<td>-$0.53</td>
<td>$7.47 USD</td>
</tr>
<tr>
<td>Mar 12, 2016</td>
<td>Payment From</td>
<td>Peggy Matthews</td>
<td>Completed</td>
<td>Details</td>
<td>$8.00</td>
<td>-$0.53</td>
<td>$7.47 USD</td>
</tr>
<tr>
<td>Mar 12, 2016</td>
<td>Payment From</td>
<td>Virgil Thomas</td>
<td>Completed</td>
<td>Details</td>
<td>$8.00</td>
<td>-$0.53</td>
<td>$7.47 USD</td>
</tr>
</tbody>
</table>
How do I get my money?

- Click *Transfer to Bank Account* under Withdraw Tab
How do I get my money?

- Enter the amount you wish to withdraw.

Transfer money to your bank account

The money will be in your bank account in 3-4 business days, depending on your bank.

Make sure the amount is more than our minimum withdrawal amount. You can get instant access to your funds with a PayPal Debit Card once you receive the card.

From this balance  $274.95 USD

Amount  

To  SUNFLOWER BANK

Add Bank Account

Continue  Cancel
How do I get my money?

Review your bank transfer information

You're about to withdraw money from your PayPal account. The money will be in your bank account in 3-4 business days, depending on your bank.

To make sure your money is transferred successfully, please review your information:

- Your bank account information must be correct.
- The name on your PayPal account must match exactly with the name on your bank account. Learn more about how to change your name on your PayPal account.
- For transfers to a bank account in the U.S., your bank account must hold U.S. Dollars.
- For transfers to a bank account in your home country, your bank account must hold that country's currency.

If the bank transfer fails, the money will be returned to your PayPal account.

Learn more

<table>
<thead>
<tr>
<th>Amount</th>
<th>$66.40 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account Name</td>
<td>Riley County Extension Council</td>
</tr>
<tr>
<td>Bank Name</td>
<td>SUNFLOWER BANK, N.A.</td>
</tr>
<tr>
<td>Routing Number</td>
<td></td>
</tr>
<tr>
<td>Account Type</td>
<td>Checking</td>
</tr>
<tr>
<td>Account number</td>
<td>[redacted]</td>
</tr>
</tbody>
</table>

Submit | Edit | Cancel
How do I get my money?

From: service@paypal.com
Sent: Monday, March 14, 2016 10:20 AM
To: Lynne Berry
Subject: We're transferring money to your bank

We're transferring money from PayPal to your bank

Mar 14, 2016 10:19:23 CDT

Hello Riley County Extension Council,

You asked us to transfer $66.40 USD from PayPal to your bank account, and we're processing it now. It usually takes 3-4 business days for transfers like this to go through, so you should see the money in your bank account by Mar 18, 2016.

Here are the details:

| Total amount transferred | $66.40 USD |
| Bank account             | SUNFLOWER BANK, N.A. Checking |
| Transaction ID           | [Redacted] |
• Make an entry on the 8-7b for each PayPal deposit

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipts</th>
<th>Amount of Bank Deposit</th>
<th>Appropriation</th>
<th>Educational Services (Reimbursable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/06/2013</td>
<td>Board Leadership</td>
<td>240.00</td>
<td></td>
<td>240.00</td>
</tr>
<tr>
<td>03/08/2013</td>
<td>Sales Tax</td>
<td>47.35</td>
<td></td>
<td>47.35</td>
</tr>
<tr>
<td>03/08/2013</td>
<td>Walk Kansas Shirts</td>
<td>528.15</td>
<td></td>
<td>528.15</td>
</tr>
<tr>
<td>03/08/2013</td>
<td>Walk Kansas Team</td>
<td>1,380.00</td>
<td></td>
<td>1,380.00</td>
</tr>
<tr>
<td>03/11/2013</td>
<td>Pay Pal Camp</td>
<td>179.33</td>
<td></td>
<td>179.33</td>
</tr>
<tr>
<td>03/11/2013</td>
<td>Pay Pal International Foods</td>
<td>4.55</td>
<td></td>
<td>4.55</td>
</tr>
<tr>
<td>03/11/2013</td>
<td>Pay Pal Sales Tax</td>
<td>3.26</td>
<td></td>
<td>3.26</td>
</tr>
<tr>
<td>03/11/2013</td>
<td>Pay Pal Walk Kansas Team</td>
<td>345.96</td>
<td></td>
<td>345.96</td>
</tr>
<tr>
<td>03/11/2013</td>
<td>Pay Pal Walk Shirts</td>
<td>38.38</td>
<td></td>
<td>38.38</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>Walk Kansas Team</td>
<td>608.00</td>
<td></td>
<td>608.00</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>Walk Kansas Shirts</td>
<td>422.10</td>
<td></td>
<td>422.10</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>Sales Tax</td>
<td>33.80</td>
<td></td>
<td>33.80</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>Radon</td>
<td>10.10</td>
<td></td>
<td>10.10</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>Soil tests</td>
<td>21.70</td>
<td></td>
<td>21.70</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>Farm Planning</td>
<td>10.00</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>03/13/2013</td>
<td>International Foods</td>
<td>10.00</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>03/18/2013</td>
<td>Pay Pal Walk Kansas Shirts</td>
<td>110.93</td>
<td></td>
<td>110.93</td>
</tr>
<tr>
<td>03/18/2013</td>
<td>Pay Pal Farm Planning</td>
<td>9.10</td>
<td></td>
<td>9.10</td>
</tr>
<tr>
<td>03/18/2013</td>
<td>Pay Pal International Foods</td>
<td>18.61</td>
<td></td>
<td>18.61</td>
</tr>
</tbody>
</table>

2 Total this Month
3 Previous Total This Year
4 Total to Date
### Accounting for Sales Tax

Hello Riley County Extension Council,

You received a payment of $16.43 USD from Lara W[snip].

Thanks for using PayPal. You can now ship any items. To see all the transaction details, log in to your PayPal account.

It may take a few moments for this transaction to appear in your account.

**Seller Protection - Eligible**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Instructions to merchant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lara W[snip]</td>
<td>The buyer hasn't entered any instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipping address - confirmed</th>
<th>Shipping details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lara W[snip]</td>
<td>You haven’t added any shipping details.</td>
</tr>
</tbody>
</table>

**Manhattan, KS 66506**

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit price</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Walk Around Kansas</td>
<td>$8.00 USD</td>
<td>1</td>
<td>$8.00 USD</td>
</tr>
<tr>
<td>2016 T-Shirt - Adult (Sand, X-Large)</td>
<td>$7.75 USD</td>
<td>1</td>
<td>$7.75 USD</td>
</tr>
</tbody>
</table>

**Subtotal**

<table>
<thead>
<tr>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.68 USD</td>
<td>$16.43 USD</td>
</tr>
</tbody>
</table>

**Payment**

$16.43 USD

Payment sent to lberry@ksu.edu
Issuing Refunds

- Customer may dispute charge through PayPal
  or
- Customer may contact your office for refund

What do you do?
• Log on and find transaction
• Click on *Details*
• Click **Issue a Refund**
• If you do not have microphone access, type your questions into the chat box
• For a copy of today’s PowerPoint, email jrwilson@ksu.edu