Instructions to make OFA payments via PayPal

1. Ideally wait until you have received an invoice/deficiency letter from us. It will have the proper reference numbers and amount due.

2. Calculate the amount to send. If you were told a specific amount over the phone, or by email, use that amount. If you are making a payment to an invoice/deficiency letter you have received from us, add $5 USD to cover the fees deducted by PayPal for the use of this payment method for amounts up to $100. For due amounts of $100 or more, please add $10.

2. Log into your paypal account.

3. Go to the send link.

4. Send money to: ofa@offa.org

5. Type the payment amount calculated in step 2.

6. You are paying for an "item or service"

7. in the "Add a Note" section, please type the invoice number from the invoice or the reference number given in an email. If you do not have any other reference number, please use the dog's registration number so we can match your payment to the service you are paying for.

For example:

You received invoice # 1234567 from us for processing Hip and elbow X-Rays. The usual fee for this service is $35. Add $5 to cover the fees PayPal keeps for themselves.

Your Paypal payment is

to: ofa@offa.org

amount: $40

notes: "Invoice # 1234567"