

How can I add an option to let my donors cover the Charge Processing Fee?

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You can choose to present your donors the option to cover the credit card charge Processing Fee, when they donate. They do this by adding the appropriate amount to their donation to offset the fee charge.

For more information on how processing fees are charged to the organization, [click here](#).

Payment information

Card Number *

XXXX XXXX XXXX XXXX



Expiration Date *

MM / YY

CVV What is this?

eg. 123

Do you wish to add the 2.5% processing fee?

As a GiveSmart Fundraise Administrator, you can set this in Shared Settings for all your forms, by going to **Settings > Shared Settings**.

   Kirsten Primozic
Product Group Demo

Enable the Charge Processing Fee. Then you can change what it will say on the form in the **Processing Fee Text** and choose the proper **Processing Fee Percentage**. You can also choose whether to have the processing fee checked by default or not, giving your donor the option to opt-in or opt-out of paying the processing fee.

The **Processing Fee Percentage** defaults to 3.5%. Depending on your agreement for your GiveSmart Fundraise Merchant Services, you may wish to adjust this number. If you are using another Merchant Services Provider to process your donations, you can change the percentage to match their fee percentage.

 Upload New

Charge Processing Fee

Hide

Processing Fee Text

Do you wish to add the [percent] processing fee?

To show the fee percentage use [percent]

Processing Fee Percentage

2.5 %

Processing Fee Default Opt-In

Opt-in by Default

You can also Enable and Disable and modify the option directly in your **Online Form** in the **Payment Information** section.

Payment Information

Section Heading

Enable PayPal as a payment method

Disable

Default Payment Method

Charge Processing Fee

Show

[Use default settings](#)

Processing Fee Text

To show the fee percentage use **[percent]**

Processing Fee Percentage

%

[Use default settings](#)

Processing Fee Default Opt-In

Opt-in by Default

[Use default settings](#)

CVV

Show Required

[+ Add Custom Field](#)