

## Steps to set up Recurring Debit/Auto Debit/Direct Debit online for Aam Aadmi Party

P.S. For document reference, ICICI Bank Online Net banking examples are cited below. But process should almost be the same for all other banks

### Pre-Requisite

Online Net Banking Access should be there

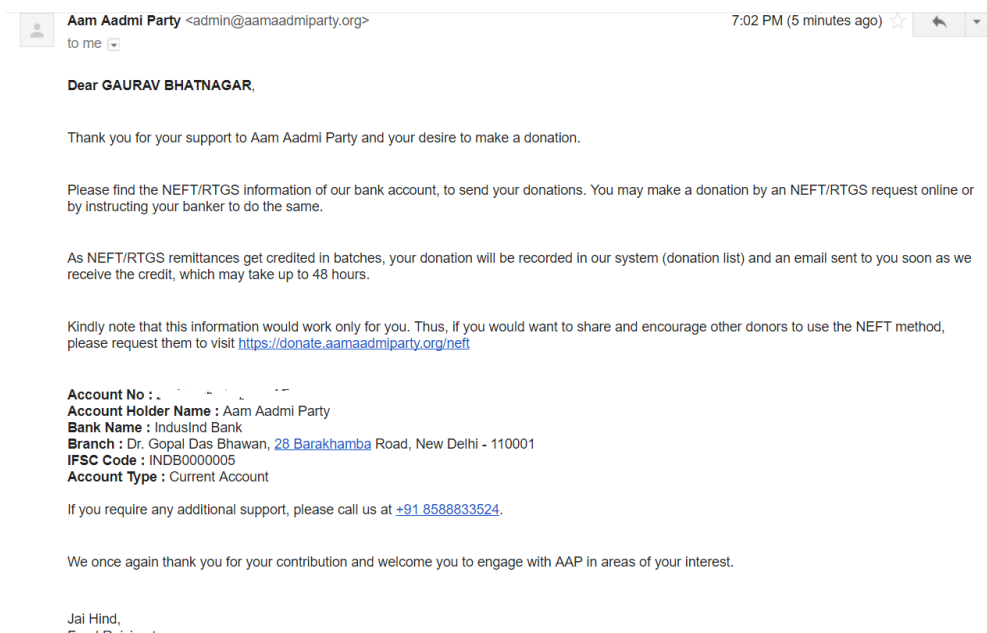
### Steps

1. Register your details at <https://donate.aamaadmi.org/NEFT/Default.aspx>
2. After Clicking Register Now Button, you will see small pop up on the screen with below message

#### Success

Thank you for pledging your support to Aam Aadmi Party. An email has been sent to you on {your email id which you have entered while registering your details} with the details of our bank account. Kindly check the same and proceed to remit the amount to Aam Aadmi Party. Thank you.

3. Check your email box with email from "Aam Aadmi Party <admin@aamaadmi.org>"  
If email not received, please check your Spam/Junk/Promotion folder.  
Email will look something like below – (Account No has been purposely erased for document purpose as it is unique for every individual who is registering. This Account No, is the one in which your bank will be sending money regularly after you follow all the steps till end)



4. Login to Net Banking of your bank and go to Fund Transfer Section. Below is the reference from ICICI bank. (Click on ADD PAYEE button under "An account in other bank through NEFT, RTGS or IMPS with IFSC Code section")

With ICICI Bank Internet Banking, transferring funds from your ICICI Bank Account is very simple. There are various options provided online for transferring funds.

**Favourites**

You have not saved any favourites. Please save your favourite transactions on the e-receipt page and do a quick transfer next time.

**Others**

- Your linked ICICI Bank account / Pockets wallet
  - TRANSFER NOW
  - LINK MY ACCOUNT
  - Know More
- Any other ICICI Bank account
  - TRANSFER NOW
  - ADD PAYEE
  - Know More
- An account in other bank through NEFT, RTGS or IMPS with IFSC code
  - TRANSFER NOW
  - ADD PAYEE
  - Know More
- An overseas account through Money2World
  - TRANSFER NOW
  - Know More
- Any mobile number through IMPS using MMID
  - TRANSFER NOW
  - Know More
- Any mobile number using cardless cash withdrawal
  - TRANSFER NOW
  - ADD PAYEE
  - Know More

**My Shortcuts**

- Detailed Statement
- Generate Debit / Credit Card PIN
- e-Statements
- Funds Transfer
- Bill Payments
- Prepaid Recharge
- Sovereign Gold Bonds
- Payment to ICICI Bank Credit Card
- Pay any Visa Credit Card
- Scheduled Transaction

5. Fill the details as per your bank details received via email (as part of above step 3) (P.S. Confirm Payee Account Number field has been purposely blurred out for this document reference)

Payee Account Name\*

Payee Nickname\*

Account Type\*

Payee Account Number\*

Confirm Payee Account Number\*

Ensure that the payee account number entered is correct so that money is transferred to the intended payee.  
To Transfer funds to ICICI Bank account please use ' ICICI Bank Payee ' option.

**Provide Payee Bank Details**

Enter Payee Bank IFSC Code\*

OR

Search by Bank Name/City\*

Payee Bank Name

Payee Bank Branch

Payee Bank City

Payee Registration alert to be sent on mobile number:

\*mandatory

6. On click on Next button complete your bank specific “Confirmation Payee formalities”. Maybe you will get some code on your mobile or any other way in which you are set up to confirm payees.
7. Once New Payee is confirmed and after waiting for some time (depending upon your bank’s regulations), go to Fund Transfer Section again, and select option NEFT, the new Account Number, enter rest of the details and most importantly under **Payment Type** section, select **Recurring** option. Then select **Payment Frequency**, **Number of instalments** and **Payment date** accordingly. (**NOTE** – Payment Date should not be the current date of registering. It has to be at least the next working day)

<b>To which Payee Account*</b>	<b>Amount (INR)*</b>
<input type="text" value="ZAAPIN447E 9B"/>	<input type="text" value="1"/>
<b>Payee Bank IFSC Code</b>	<b>Payee Bank Name</b>
INDB0000005	INDUSIND BANK LTD.
<b>Remarks</b>	<b>Payment date *</b>
<input type="text"/>	<input type="text" value="06/10/2017"/>
<b>Payment type*</b>	
<input type="text" value="Recurring"/>	
<b>Payment frequency *</b>	<b>Number of installments*</b>
<input type="text" value="Monthly"/>	<input type="text" value="12"/>

\*mandatory

8. On click of NEXT button, enter details on next screen (like Debit card details) and that’s it. Your Direct debit is set now. Automatically, amount will be debited on the particular date you selected in above screen.

9. Just before your scheduled transaction date, you should get reminder email/SMS from your bank about your scheduled debit.
10. On the selected date, once the payment is debited, check your Bank statement, your respective amount should have been debited. Also, you will get email from Aam Aadmi Party confirming the payment received as below. (P.S. – Usually, you will get the receipt from Aam Aadmi Party the next working date of the transaction date, but in case of Bank Holidays/Weekends, sometimes Receipt generation may take maximum of transaction date + 3 working days. Kindly wait for maximum 3 days for the receipt, before following up on email [donation@aamaadmiparty.org](mailto:donation@aamaadmiparty.org) with your transaction date, amount and NEFT transaction reference)

Thank you for donating to Aam Aadmi Party

Inbox x



**Aam Aadmi Party** <admin@aamaadmiparty.org>  
to me

10:05 AM (57 minutes ago) ☆



Dear **GAURAV BHATNAGAR**,

Thank you for donating to Aam Aadmi Party and being part of the movement to bring an era of clean politics in India.

Please consider this letter as a receipt for your contribution of **Rs. 1000/-** provided via Donation Receipt Number **(NEFT / RTGS)** on Date **06 Oct 2017 IST**. Please use this receipt # to locate your donation in our [List of Donors](#) displayed online.

Your donation would be used for building the party organization and meeting operational expenses.

Best Regards,  
Aam Aadmi Party

1. The Registration number of the Party is '56/145/2012/PPS-I' and the PAN number is AACAA9381P.
2. Donations to AAP, except those in cash, are exempt under Income Tax Act 1961, u/s 80GGB/80GGC.
3. Your contact information (email & phone number) would be shared with the local teams so they could connect with you. Please [Let us know](#) if you do not wish to share this information.
4. For any queries regarding donation Call us at [+91 9717460029](tel:+919717460029) or email us at [donation@aamaadmiparty.org](mailto:donation@aamaadmiparty.org).