

Club payments to The Smith Family via EFT

VIEW Clubs may send and process payments to The Smith Family via EFT (Electronic Funds Transfer). It is important that your Club transaction is identified and appropriately allocated therefore the following process must be followed:



1. Complete your Club's EFT Transaction Form

Upon request, National Office provides a Club with an **EFT Transaction Form** with that Club's unique Reference Number. Each EFT transaction requires your Club's Reference Number for processing and will consist of your Club's Supporter ID and a code. This allows The Smith Family to recognise your Club's payment and allocate the funds appropriately.

For example: if a Club pays for LfL student renewal the Reference Number will be "536910VIEWLFLR"

- 536910 - Club's Supporter ID
- VIEW - recognised as VIEW Club
- LFLR - LfL sponsorship renewal

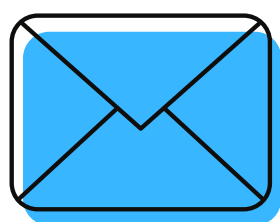
If you don't have your Club's EFT Transaction Form, please contact National Office at view@thesmithfamily.com.au to obtain one.



2. EFT via online banking

Use your **Club's Reference Number** (Club's Supporter ID and a code) as a descriptor of the transaction when online banking. **If this descriptor is missing we are unable to allocate funds appropriately.**

All EFT transactions must be **authorised by two signatories**. Check with your bank to confirm this has been set up correctly.



3. Email completed EFT Transaction Form

Email to National Office view@thesmithfamily.com.au your **completed EFT Transaction Form** after each transaction to The Smith Family.



4. Record transaction in VIEW Club Cashbook

Each EFT transaction must be recorded in your VIEW Club's Cashbook and a copy of your receipts should be kept for audit purposes.

For more information please read "EFT Information Booklet" at <http://view.org.au/resources/organisational-information/>.

✓ Faster process

✓ No lost cheques

✓ No cheque cancellation fees