



# Payment options for members



Given the move towards electronic funds transfer, the use of credit/debit cards and the subsequent reduction in cash transactions due to COVID, we encourage clubs to remind their members of the payment options available to them.

These options may be used for any payment to the club including meal payments, raffle tickets, annual subscriptions, purchase of merchandise, function/trip payments, and joining fees.

## Direct Deposit

It is recommended that all clubs provide members with the Direct Deposit option.



**Club** provides members with Club Account Name, BSB No and Account number.

**Member** transfers funds into the account and includes their name and payment description in the reference box.

**Please note: Members must transfer their meal payment money into the club bank account at least three days prior to the meeting to ensure the funds have been deposited into the account by meeting time.**

## Cash



When paying by cash, the correct amount is preferred.

## Cheque

Cheques are made payable to the ...XXXXXXX VIEW Club. Please write clearly.



## Square Reader (1.9% transaction fee to use this payment facility)

Clubs were recently provided with information regarding the "Square Reader" facility which enables Clubs to accept donations (on tap and go cards, chip cards, Apple Pay or Google Pay) and also enables members to pay in the same manner by using tap and go cards, etc ) for their VIEW activities.

If clubs decide to utilise the "Square Reader" facility they need to contact National Office prior to purchasing this device. The device cost is \$59.

**Club to follow procedures as set out in the Square Reader Information Booklet available on the website.** (<http://view.org.au/resources/organisational-information/>)



The Square Reader has a flat fee of 1.9% included on each transaction. This fee falls onto the individual member, not the club, so members are required to pay this 1.9% transaction fee if using this payment facility.

**When a member pays their meals or annual subscriptions etc. by tap and go cards, chip cards, Apple Pay or Google Pay, 1.9% needs to be added to the charged amount.**

*For example, \$30 for meal, plus 1.9% equals .57cents fee equals total \$30.57.  
Annual Subscriptions \$20 plus 1.9% equals .38cents which equals \$20.38.*

The 1.9% transaction fee is deducted by Square Reader from any payment made and prior to being transferred to Club accounts. Therefore it is the members responsibility to pay when using this option and not the Clubs.

## Members payments to Clubs

Payment method	Meal Monies	Annual Subs and/or Joining Fee	Raffle tickets	VIEW Merchandise	Trips/Outings/ Functions	Donation
Direct Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Square Reader*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* 1.9% transaction fee applies to use of this payment facility.

## Payments made by Clubs

Payment method	Meal Monies	Annual Subs	Joining Fee	VIEW Merchandise	LfL Sponsorship	Donation
EFT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> upon invoice only	<input checked="" type="checkbox"/> upon invoice only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For more information on getting your club started using EFT - please refer to :

*Payments made by Club via EFT at <http://view.org.au/resources/organisational-information/>.*

*EFT Information Booklet at <http://view.org.au/resources/organisational-information/>.*