Circular 074:07:08

To: **Club Treasurers** **Club Secretaries**

cc: **Club Presidents**

From: **Paul Kildea - Chief Financial Officer**

Date: **10 July 2008**

Subject: **Electronic Funds Transfers**

Action: **Clubs to advise LSV of current bank account details.**

Clubs are requested to advise their current bank account details in order that they can be used for electronic funds transfers (EFT) within a payment gateway module of Surfguard and also by LSV to effect grant payments.

Surf Life Saving Australia (SLSA) has arranged a cost effective payment gateway facility with Westpac that will enable clubs to receive monies direct into their bank accounts via a module of Surfguard. In this way people can make donations or effect payments direct to clubs for membership fees, purchases etc via the SLSA website using this gateway module.

Note that payees do not access the Surfguard Membership module – it is simply the behind the scenes processing medium.

SLSA is meeting the gateway establishment and ongoing hosting costs, merchant facility costs, development costs and administration fees. The payment receiving entity (Club) is responsible for Credit Card transaction fees $0.385 per transaction (incl GST), merchant service fee – 0% chargeable by credit card companies plus 0.484 % (incl GST) of total transactions. Dispute fee ($33.00) Direct Entry Returns ($2.75), Rejected items ($0.55) and other transaction related issues (all incl GST).

In addition LSV proposes to in future make all DHL uniform and administration grant distributions by EFT direct to Club bank accounts.

In order to get these enhancements implemented it is requested that all Club treasurers or secretaries complete the attached form and email it back to LSV as a high priority.

For additional detail on this Circular contact: Paul Kildea
Email paul.kildea@lifesavingvictoria.com.au or by phone 9676 6916
Circulars are also available at **www.lifesavingvictoria.com.au**

Address: PO Box 353 South Melbourne DC 3205

Bank Account Details

Club Name _____

Bank Name _____

Branch Address _____

_____

BSB _____

Account Number _____

Account Name _____

Remittance Advice email address _____

Signature _____

Name _____

Position _____

Date _____/_____/2008