

Electronic Funds Transfer

Information Booklet



What is EFT?

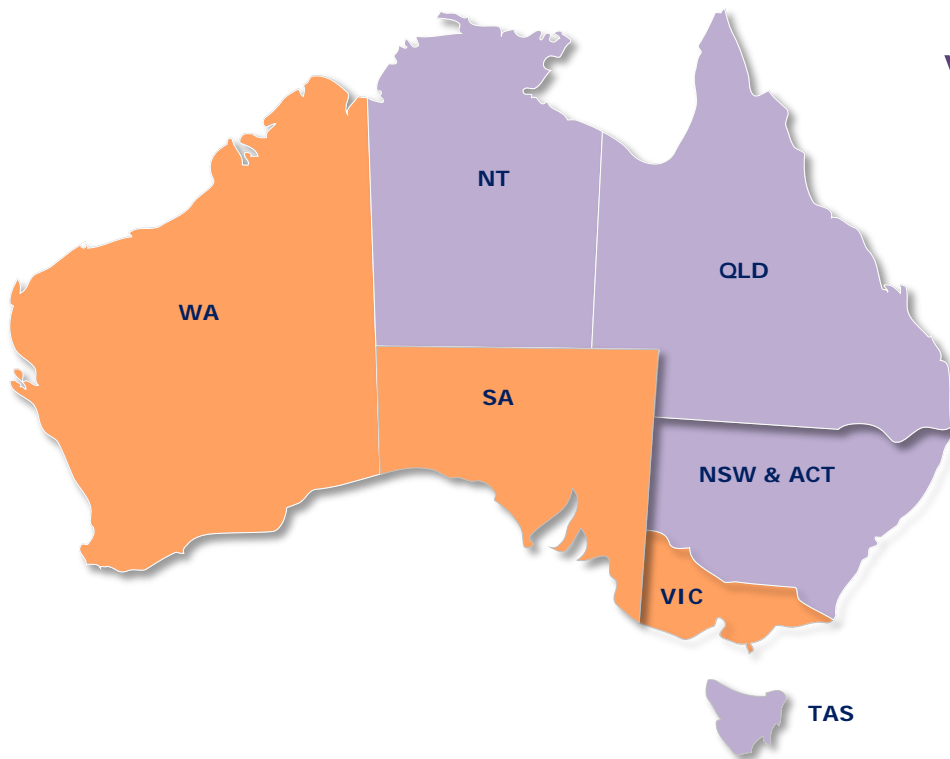
Electronic funds transfer (EFT) is the electronic exchange, transfer of money from one account to another, either within a single financial institution or across multiple institutions, through computer-based systems.

Wikipedia



Electronic Funds Transfer for VIEW

EFT was successfully introduced to
VIEW Clubs in SA, WA & VIC.



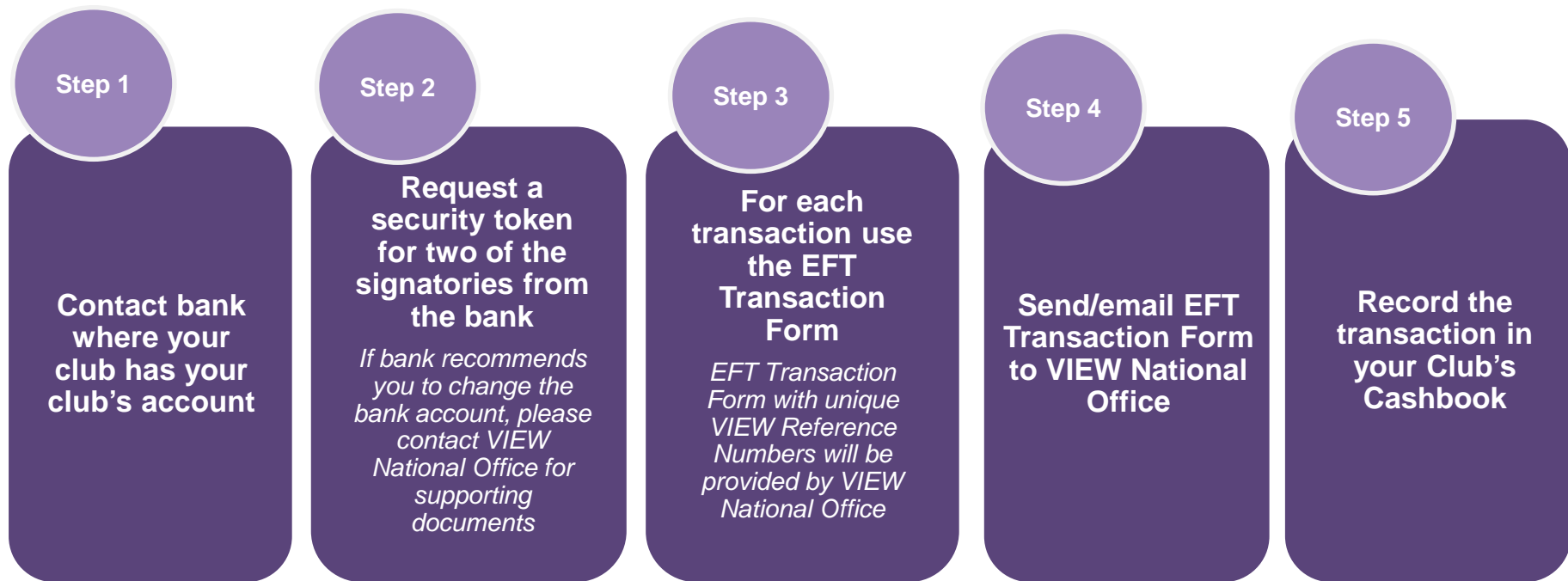
What are the benefits of using EFT?

- ✓ Faster process
- ✓ No lost cheques
- ✓ No fee for cheque/s cancellation
- ✓ Takes several minutes to finalize the transaction
- ✓ Club able to print a receipt immediately after transaction has been completed



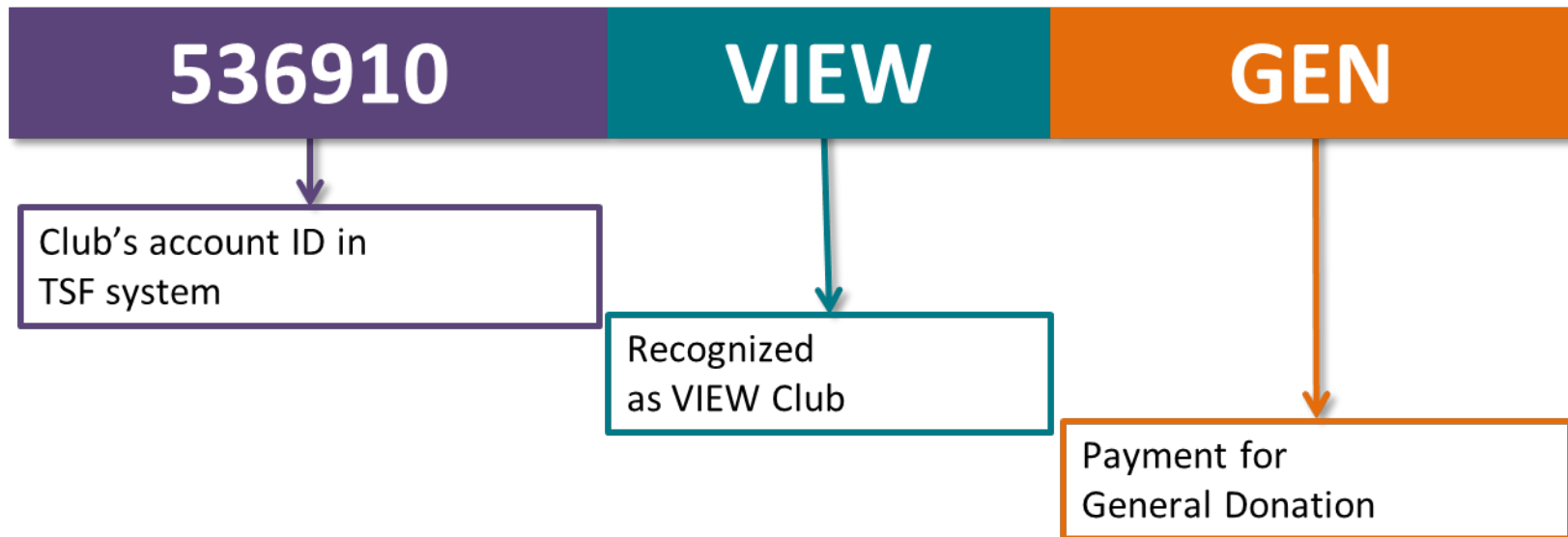
What does a Club need to do?

5 steps to start using EFT in your Club




Why unique VIEW Reference Number?

The unique **Reference Number** will help The Smith Family team recognize your club's payment and record it based on description of your payment, e.g. "GEN".



EFT Transaction Form



EFT Transaction Form

The Smith Family Account details to transfer your club's funds:
 BSB: 032002
 Account Number: 493220

CLUB DETAILS

Supporter ID: Date:

Club Name:

Club Contact Position:

Club Contact Name:

Club Address:

DONATION DETAILS

General Donation	Club's Reference Number	Amount
<input type="checkbox"/> General Donation	536910VIEWGEN	\$
<input type="checkbox"/> Annual Subs: _____ members	536910VIEWGEN	\$
<input type="checkbox"/> TSF Winter Appeal	536910VIEWWIN	\$
<input type="checkbox"/> TSF Christmas Appeal	536910VIEWXMS	\$
<input type="checkbox"/> TSF Toy&Book Appeal	536910VIEWTBCD	\$

Learning for Life Sponsorship

L/L sponsorship	Club's Reference Number	Amount
<input type="checkbox"/> Renewed	536910VIEWLFLR	\$
<input type="checkbox"/> A New student <small>(Please use this section, if your club would like to sponsor an additional student)</small>	536910VIEWLFLN	\$
<input type="checkbox"/> Payment in advance	536910VIEWLFLA	\$

Joysreader Gift Donation

Joysreader Gift Donation	Cost	Club's Reference Number	Amount
<input type="checkbox"/> Ready, Brekkie, Go	\$15.00	536910VIEWGGDN10	\$
<input type="checkbox"/> Fast Tracking Careers	\$25.00	536910VIEWGGDN11	\$
<input type="checkbox"/> 1-2-3 Numeracy	\$25.00	536910VIEWGGDN13	\$
<input type="checkbox"/> It Takes Two	\$35.00	536910VIEWGGDN01	\$
<input type="checkbox"/> State of the Art	\$65.00	536910VIEWGGDN03	\$
<input type="checkbox"/> Licence to Mentor	\$85.00	536910VIEWGGDN07	\$
<input type="checkbox"/> Building Aspirations	\$100.00	536910VIEWGGDN05	\$
<input type="checkbox"/> School Essential Pack	\$200.00	536910VIEWGGDN08	\$

TOTAL AMOUNT: \$

Please send this Form to National Office when you do the Electronic Funds Transfer

VIEW Club EFT Transaction Form Updated: January 2015

National Office will provide **EFT Transaction Form** with club's details and unique reference number for each transaction.

Each time you use EFT please complete the form and send it to National Office.

Frequently Asked Questions

Q: Who will have a token?

A: *It is recommended that the Club requests the "Security Token" for two of the signatories from the bank.*

Q: Does Club need to pay any initial or monthly fee for a token?

A: *No. Please contact your bank for more details.*

Q: Did clubs from SA have any difficulties to request the "Security Token" from bank?

A: *No.*

Q: What form should I use when we transfer funds?

A: *VIEW National Office will provide an EFT Form with your clubs details and unique reference number for each transaction.*

Q: What do we need to do if there are any difficulties to request a token?

A: *Contact National Office.*

Q: Did clubs pay any initial or monthly fee for a token?

A: *No.*

Q: What to do if bank requests supporting documents e.g. Certificate of Incorporation?

A: *VIEW National Office we provide any necessary supporting documents to bank.*

Q: Who should I contact if I have any concerns?

A: *The first point of contact is Olga Shkuropatova at VIEW National Office (02 9085 7203)*

