



BANK TRANSFER INSTRUCTIONS

At RISPPPO, we receive *many* deposits into our Foundation bank accounts that have little or no description of the donor. This can create *long delays* in recording the deposits and *significant expense* in tracing transactions.

To ensure that you receive recognition for your contributions, please use the following descriptions in the Reference field of your bank deposits:

Polio Plus: **Donorname(IDNumber)PP**
(for example: EastwdGla18020PP or JSmith1234567PP)

Annual Fund: **Donorname(IDNumber)AF**

Global Grants: **Donorname(IDNumber)GG(number)**

Endowment Fund: **Donorname(IDNumber)EF**

Notes:

ID Numbers – club & member IDs are *required*. They can be found in MyRotary or from the club Secretary or Treasurer. If the ID cannot be found, an email to risppo.finance@rotary.org is *essential*.

Club Names – please don't use "Rotary Club of XYZ" in the bank's description field – all that comes through is "Rotary Club of X", the rest is truncated; just use the club name and ID.

Multiple Donors – please use the name of the club in the description and then email the list of donors to risppo.finance@rotary.org.

Endowment Fund – contributions do *not* attract PHF points; *not* tax-deductible in Australia.

EREY and PHF - contributions can go to the Annual Fund, Polio Plus and Disaster Response Fund.

Centurion – varies by district but these contributions are normally directed to the Annual Fund.

Bank accounts:

Donor name is the Club or District:	Donor name is the member/individual or business (and <u>Clubs</u> that need a tax deductible receipt):
HSBC Bank	HSBC Bank
Acct Name: The Rotary Foundation	Acct Name: The Australian Rotary Foundation Trust
BSB No: 342 011	BSB No: 342 011
Acct No: 523370001	Acct No: 663499001

Please, **always** advise risppo.finance@rotary.org **before or on the day of** the bank transfer.

Thank you so much for your cooperation, it really does make an enormous difference!

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