

## 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: Donor name (ID Number) PP

(for example: EastwdGla18020PP or JSmith1234567PP)

### Annual Fund: Donor name (ID Number) AF

### Global Grants: Donor name (ID Number) GG (number)

### Endowment Fund: Donor name (ID Number) EF

(please note that contributions to the Endowment Fund are *not* tax-deductible in Australia and do not attract PHF points).

Including the club number or member number is *extremely* useful, especially where you need to abbreviate your name to fit the field, as in the above examples. These numbers can be found in MyRotary or from the club Secretary or Treasurer.

**NOTE for multiple donors:** please use the name of the club and then email the list of donors to RISPPPO – [RISPPPO@rotary.org](mailto:RISPPPO@rotary.org)

Below are the account details and the types of payments that are to be directed to each.

Account Name	BSB	Account Number	Nature of Payment	Remitter/Payor	Payment Reference
Rotary International	342-011	663200001	Dues, Club Charter Fees, Convention Registration, Return of Unused District Governor Allocation, Rotaract Fees	Districts, Clubs including Rotaract, Convention Registrants	Club Name or Club ID, Invoice No or Registration ID; District No/DG Name, Rotary or Rotaract club name
The Rotary Foundation of Rotary International	342-011	523370001	Contributions (e.g., Annual Fund, Polio, Global Grants, Disaster Response Fund, Centurion payments, Paul Harris Society payments, etc)	Clubs/Districts as Donors; Donors contributing to Endowment Funds	Club Name or Club ID; Donor Name or Donor ID and Fund type
The Australian Rotary Foundation Trust	342-011	663499001		Members/Individuals' personal donations, businesses, club charitable trusts and others needing tax deductible receipts	

REMINDER: Please email [risppo.finance@rotary.org](mailto:risppo.finance@rotary.org) to advise us of any bank transfer made to any of our accounts to assist us in properly identifying remittances.

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