



# Online Donations Signup

ourcommunity.com.au

## STEP 1 - Organisation Registration:

Please complete the following details for us to register for online donations and to confirm your banking details. This is a once only step unless your status changes.

Note you will need to be an **incorporated** organisation to participate.

Once registered, you can do as many appeals as you like.

Contact person:			
Position:			
Organisation name:			
ABN: (Note we will confirm details from the Australian Business Register)			
Postal Address:			
Suburb:	State:	Pcode:	
Email Address:			
Contact Phone: (for us to make contact with you)			
Phone: (number to handle donations by phone - optional)			
Fax: (where to fax donations form – optional)			
We issue receipts on your behalf:	<input type="checkbox"/> YES <input type="checkbox"/> NO, (we provide you with the donor details to receipt yourself )  Please note: You will receive all donor details regardless of whether you do the receipting or Our Community does the receipting		

<b>Do you have tax deductible gift recipient status?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO  (We will confirm your endorsement as a DGR from the ATO business register)
<b>Do you have a Victorian Fundraising Licence?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO  (Only required for fundraising amounts > \$10,000 in Victoria – we will confirm your status with the Consumer Affairs Victoria Public Register)

### Banking Details - Electronic Funds Transfer (EFT) Application

Please complete the following information to allow us to transfer the donated funds to your nominated account. This will allow us to transfer donations directly to your account at the end of each month.

**IMPORTANT: Please also send an Original Deposit Slip or Bank Statement by POST showing your account details so we can validate your account – we will not transfer any funds to your account until we can authenticate your account details.**

#### Bank Information

**Name of Account:**

**Bank Name:**

**Bank Address:**

**BSB Code:**

**Account Number:**

#### What Next:

**When completed, send this form, along with your appeal details, your signed Online Donations Agreement and bank statement to:**

Donations Officer  
 Our Community  
 PO Box 354  
 North Melbourne VIC 3051

**Or fax with ATT to: Donations Officer to (03) 9326 6859**

**Campaign/Appeal details can be emailed to:**  
[donations@ourcommunity.com.au](mailto:donations@ourcommunity.com.au)