

## 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**

(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)

### Bank accounts:

#### For Club and District donations:

St. George Bank

Acct Name: The Rotary Foundation

Acct No:        100345225

BSB No:        332 084

#### For individual and business donations (or Clubs that need a tax deductible receipt):

St. George Bank

Acct Name: The Australian Rotary Foundation Trust

Acct No:        551038195

BSB No:        332 084

**Please always advise [RISPPPO@rotary.org](mailto:RISPPPO@rotary.org) of the donation *BEFORE* or *ON THE DAY* of the bank transfer.**

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