

# **PROCESSING OFFLINE AND CASH/CHEQUE DONATIONS**



Occasionally, donors may prefer to donate offline or make their payment by cash or cheque. While we don't encourage making donations in this way, it can be done!

## STEP 1

The donor will need to complete a donation form so we can provide them with a tax deductible receipt. This can either be done online or offline.

### OFFLINE DONATION FORM

The donor must complete a manual donation form, which can be found in the project record on the [ASF platform](#). This incurs a 6% retention.

- The donor returns the form to the organisation or individual fundraiser.
- The fundraiser uploads form/s in the [secure section](#) of the platform.
- If the donor has provided credit card details, our Finance team will process this payment. If the donor has opted to pay by cash or cheque, the fundraiser will deposit these funds into the ASF's bank account (refer to step 2).

### ONLINE DONATION FORM

Cash/cheque donors can submit an online donation form using your unique donation URL, which can be found in the project record in the ASF platform. This incurs the standard 5% retention.

- The donor should select "EFT" as the payment method, and
- Disregard the confirmation email from us with payment instructions (as they've already given their payment to you, the fundraiser).

## STEP 2:

### DEPOSITING CASH/ CHEQUE PAYMENTS

Cash/cheques will need to be deposited into the ASF bank account (details below)

Westpac Petrie Plaza, Canberra  
Australian Sports Foundation Donations Account  
BSB 032776  
Account No. 130159

**TIP: Ask the bank teller to process the deposit while you're there, and include "your six-digit project number" in the statement narrative (this number can be found on the Project record in the ASF platform).**

When you've made the deposit, please upload the relevant manual donation form/s in the [secure section](#) of the platform, along with your bank deposit receipt.

### Upload Completed Donation Form or Spreadsheet

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1. Select completed form or spreadsheet to upload (maximum 10Mb)  No file chosen

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2. Select 'upload'

We will issue the donor with a tax deductible receipt when:

- the donation payment hits our bank account, and
- we have either received the signed manual donation form or an online form has been submitted.

Our Finance team will then match the form with the deposit on our bank statement and process/reconcile the donation.

**NOTE:**

- Cheques should be made payable to the Australian Sports Foundation. If you have one that is made payable to you or your organisation, you can either ask the donor to update the Payee details or deposit it into your bank account and then transfer the funds to the ASF account (details above).
- If transferring a donation payment to the ASF, ensure you include "your project number - donor surname" in your deposit/EFT description.
- Upload your deposit receipt with the donor's completed manual donation form in the secure section of the ASF platform
- A manual form is not needed if the donor has completed an online donation form.