

Relay For Life Banking Guidelines

Resources provided to all Team Captains:

- NAB Deposit Slip
- Donor Receipt Form (for issuing receipts)
- Return Slip Envelope

NOTE: Receipt Books are no longer allowed to be issued. All receipts must be generated from Cancer Council NSW.

STEP 1 – COLLECT DONATIONS & RECEIPTING

CASH & CHEQUE DONATIONS

Donor Receipt Form – Providing Tax-Deductible Receipts to Your Donors

- ✓ Team Captains copy & distribute Donor Receipt Form to team members. (*digital copies available on request*)
- ✓ Use to track all Cash & Cheque donations received.
- ✓ Ensure **ALL** details are legibly filled in if a tax-deductible receipt is required.
- ✓ All cheques made payable to Cancer Council NSW.

CREDIT CARD DONATIONS

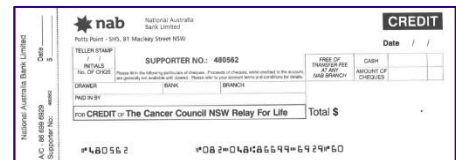
- ✓ Supporters can donate directly on the Relay For Life event website: www.relayforlife.org.au
- ✓ Tax-Deductible receipt will be automatically emailed to their nominated email.
- ✓ Issues with the website, contact us at 1300 65 65 85 to process offline.

STEP 2 – BANK YOUR OFFLINE FUNDRAISING

PLEASE TRY TO BANK YOUR FUNDS **BEFORE** THE RELAY FOR LIFE EVENT – **DO NOT BRING CASH TO RELAY**

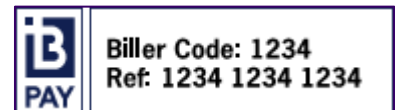
National Australia Bank (NAB)

- ✓ Use Deposit Slip provided in kit to bank at any NAB Branch.
- ✓ Keep stamped Deposit Slip stub to return to Cancer Council.
- ✓ **DO NOT** use old Deposit Slips from previous events.



BPay – Online or via Phone

- ✓ Available through any bank & easy to do online or by phone.
- ✓ Reference the codes on the top portion of Deposit Slip.
- ✓ Ensure codes match **EXACTLY** to allocate funds to your team.



Online – Via Team Captain Participant Centre

- ✓ Team Captains can bank team collections from their participant centre.
- ✓ Login & Click the 'Enter Fundraising' Button.
- ✓ Follow on-screen prompts to process banking. (*non-tax deductible*)

Send an email >

Enter Fundraising >

Note: Banking online does not allow collections to be allocated to individual participants. Please process separate transactions if this is necessary.

STEP 3 – FINALISE FUNDRAISING

Finalise Your Fundraising & Return Paperwork (Using Return Envelope Provided)

- ✓ Return Deposit Slip Stubs for Reconciliation.
- ✓ Return Donor Receipt Form for Receipt Processing.
- ✓ Confirm You Have Completed Fundraising via phone, email or post.

Cancer Council NSW
Events Administration Centre
PO Box 816, Potts Point NSW 1335

1300 65 65 85
relayforlife@nswcc.org.au
(Please quote event & team name)

