

Banking Instructions for SSC



To assist with the streamlining of all banking for the Club, the following is the requirements when making payments for any Club related matters. The majority of payments made by members will be for Swim Meets however these instructions are applicable for any other payments.

These options will assist the volunteer parents who are responsible for the running of the Club and will also ensure more controlled cash flow.

Please note that there is no longer the option to put payments in the SSC Box at the pool.

There is separate instruction relating to how to process **Swim Meet Entries**.

There are two options for payments:

1. **Electronic Banking (preferred option)**- This can be undertaken as follows:

- Access your Bank's electronic banking page on the internet and arrange transfer of the correct funds to the following account details:

BSB: 633-000 (Bendigo Bank)

Account Number: **137383717**

Account Name: **Swimland Swim Club** (please double check the details before remitting as your bank will generally take no responsibility if the amount goes to the wrong account).

- Reference Description - this is the Swimming Victoria Registration Number for each registered swimmer and the dedicated 'Meet Code' as set out on each Swim Meet Entry Form. The SV Rego number is made up of the first three letters of the surname, the first two letters of the first name and their date of birth.

Example, John Smith born on 17 December 1997 and entering the Melbourne Vicentre SC Meet (MEL) would be: **SMIJO171297MEL**

Most Financial Institutions electronic banking allows about eighteen characters for 'descriptions'. There may be some institutions where this number is less.

Please input as much detail as possible and we will contact you if there are any problems.

- **Amount:** To equal the amount required for the Swim Meet, merchandise purchase etc. If submitting payment for more than one Meet, please process multiple payments, as each Swim Meet has its own code and each athlete has their own registration number. If more than one athlete from a family is entering a Meet or purchasing merchandise, please make separate payments under each athlete.

2. Manual Payment

Although not the preferred option, payments can be made into the Club account at any Bendigo Bank. If using this option, when making the deposit at the Bendigo Bank, please ask the teller to make sure the description detailed on the deposit (refer below) is input as this is the only way we can identify who the deposit has come from.

Account details are as follows:

BSB: 633-000 (Bendigo Bank)

Account Number: 137383717

Account Name: Swimland Swim Club

Description: Swimming Victoria Registration Number and Code (as detailed above). It is crucial that these details are input by the Bank.

If you have any queries about the payment options, please e-mail the Club Treasurer Sonia Leahy at **sdleahy@bigpond.net.au**