

Payouts on Eventbrite

So, you're putting on a club activity with tickets and you want to make sure the funds go directly into your Club WBS! The process is pretty simple, but there are some important steps you need to follow:

- Add the La Trobe Bank Account to the Club's Eventbrite account
- Hold event and receive Payout Processed email from Eventbrite
- Download your payout receipt and email to the Clubs Team, along with your WBS details
- Receive your funds!

Follow the step-by-step below and you should be golden! Any queries, just contact clubs@latrobe.edu.au.

Add the La Trobe Bank Account to the event's Payout Method

1. Go to 'Events', select your event, then go to 'Payments & Tax' – 'Payout Method' – 'Add New Payout method'. The [Help Centre](#) has more information on how to do this if you get lost.

The screenshot displays the Eventbrite dashboard for a 'sample event' on Saturday, 16 Jul 2022 at 7:00 PM. The left sidebar contains navigation options: Basic Info, Details, Tickets, Publish, Dashboard, Order Options, Payments & Tax, Payment Options, Payout Method (highlighted), Refund Settings, and Tax Settings. The main area shows the 'Payout Method' configuration. A modal window titled 'Enter Bank Account Details' is open, containing the following fields:

- Currency:** Australian Dollars \$
- In Which Country Will You Be Paid?:** Australia
- Account Holder Information:** Individual (selected), Company
- Name On Account:** First Name, Surname
- Address:** Address, Address 2

A red 'Create' button is located at the bottom right of the form.

2. Add the La Trobe Bank Details :

Enter Bank Account Details

Currency: Australian Dollars \$
In Which Country Will You Be Paid?: Australia

Account Holder Information:
☐ Individual ☒ Company

Company Name *: La Trobe University

Address *: Plenty Road and Kingsbury Drive

Address 2:

Create

Enter Bank Account Details

Bundoora
3083
Victoria

Bank Account Information:
☐ Checking ☒ Savings

Bank Name *: Westpac

BSB Number (6 Digits) *: 032000

Account Number *: 133774

Create

Company Name: La Trobe University

Address: Plenty Road & Kingsbury Drive, Bundoora VIC 3083

Bank Name: Westpac Banking Corporation

BSB Number: 032000 | **Bank Account number:** 133774

3. Click 'Create'.

Set your Tax Settings for the event

1. Go to 'Tax Settings' and select 'Yes, I have an ABN'.
2. Enter '64 804 735 113' as the ABN, 'GST' as Tax Name and '10.00' as Tax Rate.
3. Tick 'Applies to all tickets' and save

eventbrite

View Your Event Mo

< Events

On Sale

sample event
Sat, 16 Jul 2022 7:00 PM
[View your event](#)

Basic Info
Details
Tickets
Publish

Dashboard
Order Options
Payments & Tax
Payment Options
Payout Method
Refund Settings
Tax Settings

Tax settings

Tax options
Without a GST registration number, Eventbrite must charge Australian GST on the Eventbrite fee. Eventbrite will charge a rate of 10%. [Learn More](#)

Are you a GST-registered business with an Australian Business Number ("ABN")?
☐ No, I do not have an ABN
☒ Yes, I have an ABN

Country: Australia

ABN: 64804735113

Tax Name: GST Tax Rate: 10.00 %

☒ Applies to all tickets.
☐ Absorb tax: Sales tax is deducted from your ticket revenue.
☐ Send attendees a tax invoice.

Discard Save

Receive your funds!

1. Payouts normally occur 5 days from your event's end date, unless you specify a different timeline. You can delay this on the same page.
2. You will receive an email from Eventbrite confirming that your payout has been processed for each event with the Payout Receipt attached. You can also access receipts in Eventbrite via Finance – Payouts
3. Forward your receipt to clubs@latrobe.edu.au, confirming your WBS and the event it relates to. Confirm that you did not tick the "Absorb Tax" box in the Tax Settings.
4. Clubs will forward the receipt to Finance who will match it to the income received in the bank. It usually takes 2 – 4 weeks for it to be allocated to your WBS.

Any issues, just drop us a line at clubs@latrobe.edu.au.