Payouts on Eventbrite

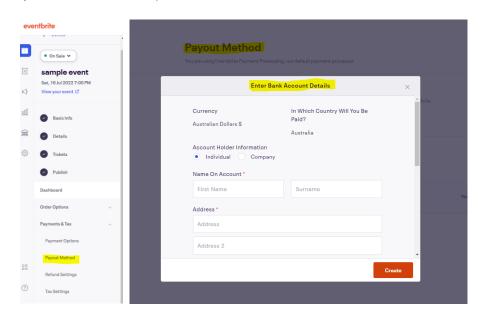
So, you're putting on a club activity with tickets and you want to make sure the funds go directly into your Club WBS! The process is pretty simple, but there are some important steps you need to follow:

- 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!

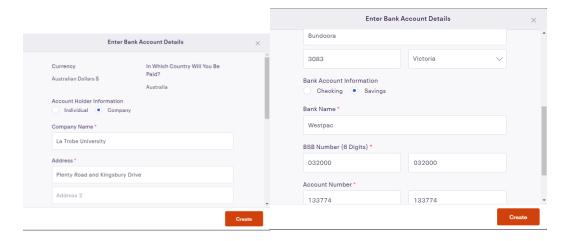
Follow the step-by-step below and you should be golden! Any queries, just contact clubs@latrobe.edu.au.

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 <u>Help Centre</u> has more information on how to do this if you get lost.



2. Add the La Trobe Bank Details:



Company Name: La Trobe University

Address: Plenty Road & Kingsbury Drive, Bundoora VIC 3083

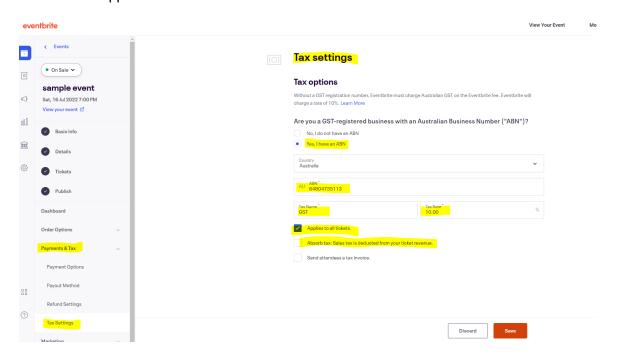
Bank Name: Westpac Banking Corporation

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



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.