**OneStopSecure Merch Payment Link Request**

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| 1. Payments can be collected using VISA, Mastercard, Amex or PayPal. 2. Payment via Western Union Transfer can also be facilitated (recommended for overseas payees). 3.  |
| **Payment Title**  | **Example:** Pencil Club Trivia Night 5PM 28.04.2022Your Event Title:  |
| **Description (This will feature on the page)** | **Example Description:** Join Pencil Club in a night of trivia! Know your pens from your pencils? Your station*a*ry from your station*e*ry? Put your team to the test to win $100 in Typo Goods.Date, TimeAddressYour Event Description: |
| **Other information** **required on first page** | Would you like any other information on the Event landing page? |
| **Coding – specify the relevant Financial** **information for the** **collected payments** | General Ledger Account Number | 401110 |
| WBS Number  |  |
| Payment Amount to be Collected ($$) |  |
| GST inclusive or GST Free Payment(Is your club registered for GST?) |  |
| Do you require Western Union Transfer as a payment option? |  |
| **Club Contact Name** |  |
| **Club email** | [Enter club email address] |

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| **Fields: What information do you want to collect about your payee?  These can be varied and adapted to suit your specific needs.  Please check the fields that you require the payee to enter and also specify any additional information.** |
| Student ID | ☐  | Email address | ☐ |
| Given Name | ☐  | Surname | ☐ |
| Course of Study | ☐  | Mobile Phone  | ☐ |
| Year  | ☐ |  | ☐ |
| Additional Information Required  |  |
| Additional Information Required  |  |
| Additional Information Required |  |

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| **Email to send membership notification to:** | Every time an item is purchased, we will email this address to let you know: [Enter club email address] |
| **Event Ticket Types:****(Include Titles and Pricing):** |  |
| Other Requirements  | Please specify any other requirements |
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