**OneStopSecure Membership 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. Example of Membership Site: https://latrobe.xetta.com/ClubsandSocieties/tran?tran-type=7292 |
| **Payment Title**  | **Example:** Pencil Club 2022 MembershipsYour Payment Link Title:  |
| **Description (This will feature on the page)** | **Example Description:** Pencil Club is the club to talk pencils, stationery and get crafting. We hold social events, hang out every Tuesday and do stationery give aways!We have three types of memberships and you get a range of benefits for joining including:* Free stuff
* Friends
* Good times

Your Payment Link Description: |
| **Other information** **required on first page** | Would you like any other information on the Memberships 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 /Staff ID  | ☐  | Email address | ☐ |
| Given Name | ☐  | Surname | ☐ |
| Course of Study | ☐  | Mobile Phone  | ☐optional |
| Year of Study | ☐ | Dietary Requirements  | ☐ |
| Additional Information Required  |  |
| Additional Information Required  |  |
| Additional Information Required |  |

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| **Email to send membership notification to:** | Every time a membership is paid for, we will email this address to let you know: [Enter club email address] |
| **Do you require the payment link for a specified time i.e. event with start and end dates??  If YES complete the below section** |
| **Membership types:****(Include Title and Pricing):** |  |
| Other Requirements  | Please specify any other requirements |