

## UniClubs Banking Setup Procedure

### Bank Account Setup

- Send through your **meeting minutes with the elections of bank account signatories** and **signed constitution** to [pulse-uniclubs@uow.edu.au](mailto:pulse-uniclubs@uow.edu.au) via email.
- The UniClubs team will cc you in an email to IMB, from where you can book an appointment with the IMB team.
- You must go to the IMB branch on campus and sign on to the account. You can either go separately or together at once, depending on your availabilities.
- Once your bank account is set up, please let the UniClubs team know so that the supplier setup process can get started.

### Supplier Setup

- Once the bank account is set up, the UniClubs team will let UOW Finances know to set the account up as a supplier. This is a process that needs to be done by UOW to send money through.
- Usually, **the Treasurer will be the point of contact for this process**. If you would like someone else to take on this role, please advise the UniClubs team accordingly.
- A company called Eftsure will send the Treasurer a form, where you must enter the following information:
  - If asked for a name, please provide **the club's name**.
  - If asked about an ABN, please **opt to not provide an ABN**.
  - If asked for bank details, please provide the BSB number and the **Primary Account Number**.
  - If asked for a phone number to contact, please provide the following phone number: **0242394634**.
- From there, the UniClubs team will receive a call to confirm the bank account details. Once this is done, your account has fully set up with UOW Finances!

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