

Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062

Web - www.bfs.org.au and www.giveway.org.au

Ph - 1300 650 542



Application to Participate in GiveWay Payment Portal

(Also use for changes to Organisations or Campaigns)

The information provided on this form will assist in setting up your Organisation and Campaign GiveWay web pages, CBA BPoint Merchant Facility and BFS DDR facilities.

Please tick to clarify your use of this Application:

New Application

Changes

CONTACT INFORMATION			
Salutation			
First Name		Surname	
Email			
Phone Number			

ORGANISATION			
Organisation Name (max. 40 characters)			
Summary (max. 160 characters, this will show on your Organisation panel on the GiveWay Home Page)			
Description Description of your Organisation, this will show on your Organisation GiveWay web page. Can include web address, contact details (phone, email). If further space is required, please attach additional page			
Tick all Categories relevant to your Organisation	Aged Care Baptist Organisation Childcare Church	Church Planting & Development Community Services Disaster Recovery & Relief Homeless & Disadvantaged	International Aid Mission Organisation Youth
Location			
Images/Photos (JPG or PNG only, max. image size 100KB)	Banner An image up to 800px wide and 300px high. Do not include text, as it may be cropped out when the image is minimised. Avatar A square image 60px by 60px. Logo An image up to 400px wide and 200px high.		
OFFICE USE	Ultracs	CBA Merchant Form	GiveWay web page
	Towards Organisation ID:		

CAMPAIGN: iGive TITHINGS/OFFERINGS (this is not tax deductible; this is an anonymous campaign)	
BFS Client ID	
Campaign Name (this name appears on the GiveWay website, max. 40 characters)	
Campaign ABN/ACN	
BFS Account Number (If no BFS account, complete Application form on www.bfs.org.au)	
Summary (max. 160 characters, this will show on your Campaign panel on the GiveWay Home Page)	
Description Description of your Campaign, this will show on your Campaign GiveWay web page. Can include web address, contact details (phone, email). If further space is required, please attach additional page	
Categories relevant to this Campaign are	Baptist Organisation Church
Keywords	
Location	
Images/Photos (JPG or PNG only. Max. image size 100KB)	Banner An image up to 800px wide and 300px high. Do not include text, as it may be cropped out when the image is minimised.
Date Campaign to be published (This tells us when you wish the GiveWay web page to Go Live)	
OFFICE USE	Billor Code: Merchant ID:
	Toowards Campaign ID: GiveWay web page

Up to five Campaigns can be set up for each Organisation. If more than one Campaign is required, please complete information for additional Campaigns on pages 5 to 8 of this Application.

Should a Campaign be tax deductible a separate application will need to be completed accompanied by a copy of your Tax Deductibility confirmation from the ATO.

I/We hereby apply to register the above Organisation and Campaign/s to participate in the GiveWay service for the purpose of receiving payments electronically, and hereby agree to the terms and conditions of this facility as set out in the following Service Agreement:

Service Agreement of Organisation with Baptist Financial Services Australia Ltd (BFS) (ABN 56 002 861 789 AFSL 311062).

This Service Agreement sets out your obligations when agreeing to participate in the GiveWay payment portal and also sets out BFS' obligations to you as the 'receiving agent' of GiveWay payments.

Approval of any application is at the sole discretion of BFS.

BFS or the Organisation may terminate this arrangement at anytime in writing with twenty-eight (28) days notice. The Organisation will be required to notify their user of such termination.

Please retain a copy of this Service Agreement for future reference.

Account Transactions:

1. You hereby acknowledge that BFS will allocate the GiveWay proceeds to a BFS Account in the name of your Organisation.
2. Payments made by GiveWay payers will be consolidated and paid into the Organisation/Campaign account. Separate settlements will occur for Credit Card and Direct Debit payments.
3. GiveWay transactions may take up to three (3) Sydney NSW business days to be processed and allocated by BFS to your account.
4. In the event that a payment made into your account is dishonoured, rejected or made erroneously, BFS is hereby authorised by the Organisation to reverse this transaction from your account, and you will be advised in writing.
5. A Merchant Service Fee of 0.80% (GST included) will be charged to the Organisation for each Visa/MasterCard transaction. Changes to Fees and/or charges will be notified in writing through the Financial Services Guide and Product Disclosure Statement – BFS Non Cash Payment Products, Part 2 Account and Service Fees Schedule.

Your obligations:

It is your responsibility to:

1. Regularly promote the use of the GiveWay service to your payers.
2. Maintain an active BFS account into which the GiveWay payments can be allocated. You must give us accurate and complete information; otherwise you may be breaking the law and we may not be able to provide you with the products and services that you require. If you change your details you must tell us straight away.
3. Notify your payers if the Organisation/Campaign participation in the GiveWay portal is terminated at any time.
For iGive Campaigns BFS will contact your payers.
4. Monitor your Account:
 - a. If you believe that there has been an error in transactions processed to your Account, you should notify BFS as soon as possible and confirm that notice in writing with BFS as soon as possible so that BFS can resolve your query as quickly as possible.
 - b. If, as a result of BFS investigations, BFS concludes that your Account has been incorrectly credited BFS will respond to your query by adjusting your account (including interest and charges), and will notify you in writing of the details and amount of such adjustment.
 - c. If as a result of BFS investigations, BFS concludes that your Account has not been incorrectly credited, BFS will respond to your query in writing setting out the details.

Confidentiality & Privacy

1. BFS collects your information because we are required to identify you in accordance with Anti-Money Laundering and Counter-Terrorism Financing Act 2006 and in order to comply with taxation laws, such as the Taxation Administration Act 1953 and the Income Tax Assessment Act 1936. We also collect it to administer our customer relationship and internal processes such as Transaction processing and Settlements.
2. BFS may also use your information to provide you with information about other products and services provided by BFS unless you tell us not to. If you wish to stop other information being provided to you, you can tell us by calling 1300 650 542, emailing us at giveway@bfs.org.au or speaking with your Relationship Manager.
3. If you provide BFS with your electronic and telephone details, you agree we may use this to communicate with you electronically, by phone or SMS, including providing updates, reminders and (unless you tell us) marketing information.
4. BFS may exchange your information with others outside BFS, for example, your representatives, our service providers, other financial institutions (for example, in relation to a mistake payment claim), enforcement and government authorities, relevant public registers and payment system operators (for example CBA BPoint).
5. BFS complies with the Payment Card Industry Data Security Standard (PCI DSS) to ensure security over the credit card information provided by givers using the GiveWay offerings service.
6. The BFS Privacy Policy is available on the BFS web site: www.bfs.org.au (follow the Privacy Policy Link in the footer). It contains further details about our information collection and handling practices including information about:
 - a. other ways we may collect, use or exchange your information;
 - b. how you may access and seek correction of the information; and
 - c. how to make a complaint about a breach of your privacy rights, and our complaint handling procedures.

We encourage you to check our website regularly for any update to the Policy.

Definitions

Account means the BFS Account to which Baptist Financial Services Australia Ltd (BFS) is authorised to arrange for funds to be allocated.

ATO is the Australian Taxation Office

Campaign is the purpose for the fundraising activity, whether event, ongoing ministry or other

Category is the area of expertise your Organisation/Campaign operates within

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

DDR means Direct Debt Request

Description is the full description of your Organisation/Campaign which will show on your Organisation/Campaign GiveWay web page

DGR means Deductible Gift Recipient which is an entity or fund that can receive tax deductible gifts

Keywords are words that a client may use to search for your Organisation/Campaign

Location all suburbs, states, countries your Organisation/Campaigns are located in or operate within

Organisation is your church, ministry or company

Service Agreement means this GiveWay Service Agreement between your Organisation and BFS.

Summary is the short description of your Organisation/Campaign which will show on your Campaign panel on the GiveWay Home Page

You is the Organisation who signs the GiveWay Service Agreement.

Authorised Signatories of BFS Client

(signed in accordance with authority of above BFS Client Account/s):

Name	Name
SIGN HERE	SIGN HERE
Date / /	Date / /

Thank you for your **GiveWay** Application. Please complete, sign and return this form to:

Email giveway@bfs.org.au

NSW/ACT PO Box 122 Epping NSW 1710

VIC/TAS PO Box 377 Hawthorn VIC 3122

SA/NT PO Box 432 Unley SA 5061

WA PO Box 57 Burswood WA 6100

CAMPAIGN 1
(this is **not** an anonymous campaign)

BFS Client ID			
Tax Deductible	Yes	No	
Campaign Name (this name appears on the GiveWay website, max. 40 characters)			
Legal Name (This name appears on receipts)			
Campaign ABN/ACN			
BFS Account Number (If no BFS account, complete Application form on www.bfs.org.au)			
Summary (max. 160 characters, this will show in your Campaign panel on the GiveWay Home Page)			
Description Description of your Campaign, this will show on your Campaign web page. Can include web address, contact details (phone, email). If further space is required, please attach additional page			
Payer Reference Number required? (Payer Reference Number is optional and upto 50 alphanumeric characters, including -_(){}'. You may require payers enter a reference number to assist in identification of payments)	Yes	No	
Tick all Categories relevant to this Campaign	Aged Care Baptist Organisation Childcare Church	Church Planting & Development Community Services Disaster Recovery & Relief Homeless & Disadvantaged	International Aid Mission Organisation Youth
Keywords			
Locations			
Images/Photos (JPG or PNG only. Max. image size 100KB)	Banner An image up to 800px wide and 300px high. Do not include text, as it may be cropped out when the image is minimised.		
Date Campaign to be published (This tells us when you wish the GiveWay web page to Go Live)			
OFFICE USE	Billor Code:	Merchant ID:	
	Toowards Campaign ID:	GiveWay web page	

CAMPAIGN 2
(this is **not** an anonymous campaign)

BFS Client ID			
Tax Deductible	Yes	No	
Campaign Name (this name appears on the GiveWay website, max. 40 characters)			
Legal Name (This name appears on receipts)			
Campaign ABN/ACN			
BFS Account Number (If no BFS account, complete Application form on www.bfs.org.au)			
Summary (max. 160 characters, this will show in your Campaign panel on the GiveWay Home Page)			
Description Description of your Campaign, this will show on your Campaign web page. Can include web address, contact details (phone, email). If further space is required, please attach additional page			
Payer Reference Number required? (Payer Reference Number is optional and upto 50 alphanumeric characters, including -_(){}'. You may require payers enter a reference number to assist in identification of payments)	Yes	No	
Tick all Categories relevant to this Campaign	Aged Care Baptist Organisation Childcare Church	Church Planting & Development Community Services Disaster Recovery & Relief Homeless & Disadvantaged	International Aid Mission Organisation Youth
Keywords			
Locations			
Images/Photos (JPG or PNG only. Max. image size 100KB)	Banner An image up to 800px wide and 300px high. Do not include text, as it may be cropped out when the image is minimised.		
Date Campaign to be published (This tells us when you wish the GiveWay web page to Go Live)			
OFFICE USE	Billor Code:	Merchant ID:	
	Toowards Campaign ID:	GiveWay web page	

CAMPAIGN 3
(this is **not** an anonymous campaign)

BFS Client ID			
Tax Deductible	Yes	No	
Campaign Name (this name appears on the GiveWay website, max. 40 characters)			
Legal Name (This name appears on receipts)			
Campaign ABN/ACN			
BFS Account Number (If no BFS account, complete Application form on www.bfs.org.au)			
Summary (max. 160 characters, this will show in your Campaign panel on the GiveWay Home Page)			
Description Description of your Campaign, this will show on your Campaign web page. Can include web address, contact details (phone, email). If further space is required, please attach additional page			
Payer Reference Number required? (Payer Reference Number is optional and upto 50 alphanumeric characters, including -_(){}'. You may require payers enter a reference number to assist in identification of payments)	Yes	No	
Tick all Categories relevant to this Campaign	Aged Care Baptist Organisation Childcare Church	Church Planting & Development Community Services Disaster Recovery & Relief Homeless & Disadvantaged	International Aid Mission Organisation Youth
Keywords			
Locations			
Images/Photos (JPG or PNG only. Max. image size 100KB)	Banner An image up to 800px wide and 300px high. Do not include text, as it may be cropped out when the image is minimised.		
Date Campaign to be published (This tells us when you wish the GiveWay web page to Go Live)			
OFFICE USE	Billor Code:	Merchant ID:	
	Toowards Campaign ID:	GiveWay web page	

CAMPAIGN 4
(this is **not** an anonymous campaign)

BFS Client ID			
Tax Deductible	Yes	No	
Campaign Name (this name appears on the GiveWay website, max. 40 characters)			
Legal Name (This name appears on receipts)			
Campaign ABN/ACN			
BFS Account Number (If no BFS account, complete Application form on www.bfs.org.au)			
Summary (max. 160 characters, this will show in your Campaign panel on the GiveWay Home Page)			
Description Description of your Campaign, this will show on your Campaign web page. Can include web address, contact details (phone, email). If further space is required, please attach additional page			
Payer Reference Number required? (Payer Reference Number is optional and upto 50 alphanumeric characters, including -_(){}'. You may require payers enter a reference number to assist in identification of payments)	Yes	No	
Tick all Categories relevant to this Campaign	Aged Care Baptist Organisation Childcare Church	Church Planting & Development Community Services Disaster Recovery & Relief Homeless & Disadvantaged	International Aid Mission Organisation Youth
Keywords			
Locations			
Images/Photos (JPG or PNG only. Max. image size 100KB)	Banner An image up to 800px wide and 300px high. Do not include text, as it may be cropped out when the image is minimised.		
Date Campaign to be published (This tells us when you wish the GiveWay web page to Go Live)			
OFFICE USE	Billor Code:	Merchant ID:	
	Toowards Campaign ID:	GiveWay web page	