

revolutioniseSPORT

## **Setting up online payments with Pin Payments** AusCycling Clubs

## Setting up online payments

Information required to setup online payments with provider Pin Payments based on business type.

Ensure your organisation has on hand before starting a Pin Payments application:

### 1. Australian Business Number

If you do have an ABN, these are free and take 10 minutes to apply online and are issued instantly. You can apply here: <https://www.abr.gov.au/business-super-funds-charities/applying-abn>.

### 2. Bank account name, BSB & number

This is where money will be deposited.

Please also check your business type below for additional documents.

1. Select **finance > settings** (located on the left-hand side of your screen)
2. Select the **“Payment Methods”** tab (located at the top of the screen)
3. Scroll down and select **“Enable Pin Payments”**
4. Fill in your account details and upload the necessary documents based on business type.
5. Once the form is complete, select **“Request Pin Payments account”**

## Additional documentation

Pty Ltd Company

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### 1. Bank statement

An original copy of your organisations' most recent bank statement showing your bank account number/name. This must be a legitimate statement from your financial institution and generated recently (i.e. in the past 12 months). Statements include:

1. Proof of account ownership statement.
2. Recent bank account statement.
3. Other letter or official document confirming your bank account details.

Any document must visibility include:

- BSB number.
- Account number.
- Bank account name – listed in the name of the organisation.

### You can cross-out/redact the statement lines if they are confidential.

This is used for anti-fraud checks that the money is going to a legitimate bank account.

### 2. Meeting minutes

A copy of your last meeting minutes showing the committee members and their roles or positions i.e. last minutes & copy from your latest AGM.

### 3. Constitution

A PDF or Word document copy of your current constitution.

## Sole trader

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### 1. Bank statement

A copy of your organisations' most recent bank statement showing your bank account number/name. You can cross-out/redact the statement lines if they are confidential. This is used for anti-fraud checks that the money is going to a legitimate bank account.

### 2. Personal identification

A copy of the sole trader's driver license, passport or official personal identification document.

### 3. Official Letterhead

Listing of your committee members or employees and titles held at your organisation branded in your organisation's letterhead as validation of organisation.

If no committee members or employees, please ensure your letterhead includes general organisation details & contact details i.e. logo, contact details, and your official title i.e. owner, etc.

## Non-incorporated association

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### 1. Bank statement

A copy of your organisations' most recent bank statement showing your bank account number/name. This must be a legitimate statement from your financial institution and generated recently (i.e. in the past 12 months).

Statements include:

4. Proof of account ownership statement.
5. Recent bank account statement.
6. Other letter or official document confirming your bank account details.

Any document must visibility include:

- BSB number.
- Account number.
- Bank account name – listed in the name of the organisation.

### **You can cross-out/redact the statement lines if they are confidential.**

This is used for anti-fraud checks that the money is going to a legitimate bank account.

### 2. Meeting minutes

A copy of your last meeting minutes showing the committee members and their roles or positions i.e. last minutes & copy from your latest AGM.

### 3. Constitution

A PDF or Word document copy of your current constitution.

**Note!** Your account will then be onboarded by Pin Payments & revolutioniseSPORT which normally takes 2-3 business days.

If there is a complication with your Pin Payments request, the revolutioniseSPORT support team will contact you via support ticket via **help** section to amend your application based on requirements. Incorrect information uploaded for your Pin Payments application may delay your application. If you have any questions, please contact revolutioniseSPORT for further information.

### **Transaction Fees**

Transaction fees can be configured once Pin Payments has been enabled for your account. To set this up, navigate to **Finance > Settings > Payment Methods**, then select **Pin Payments**.

Fees for online payments via Pin Payments are 2.0% + 1.60 AUD per transaction. Of this:

- 2.0% + 0.60 goes to Pin Payments
- 1.00 goes to revolutioniseSPORT, and covers ongoing maintenance, development and integration of the payment portal

### **Previous Options for Transaction Fees**

Historically, you had two options for handling transaction fees:

- On-charge the transaction fees – The fee is added to the member's invoice.
- Absorb the transaction fees – The fee is not added to the member's invoice, meaning you receive the invoice amount minus the transaction fee.
- For example, on a \$100 invoice:
  - o If you on-charge the fee, the member pays \$103.67, and you receive \$100.
  - o If you absorb the fee, the member pays \$100, and you receive \$96.40.
    - A common approach has been to absorb the fees while adjusting your pricing to compensate. For instance, instead of charging \$100, you might increase it to \$103.67 or \$105 for a round number.

### **Recent Changes**

As of late 2024, revSPORT accounts no longer have the option to on-charge transaction fees. To align with industry standards and compliance requirements, all Pin Payments transaction fees will now follow an absorb-only model, similar to other platforms like Shopify.

### **Current Transaction Fee Handling**

Absorb Pin Payments Transaction Fees

- This is available to all accounts.
- If your account was created in late 2024 or later, this will be the only option in Finance > Settings.

### **On-charge Pin Payments Transaction Fees**

- This option is only available for accounts that enabled it before late 2024.
- It will be phased out once all accounts have transitioned to the absorb-only model.

If you'd like to provide additional payment options to your members (such as bank deposit, cash, cheque, etc.), you can also enable these under **Finance > settings**.

*Depending on your sport, you may be required to take registration payments via Pin Payments only. However, other payments, such as event registrations and shop purchases, can be taken via other methods.*

### Fee calculation

Payment providers have a very specific order of operations. Their formula for transactional fees is below, and differs depending on your combination of oncharging vs absorbing fees.

Pin Payments fee	revSPORT fee	Formula	Example calculation for 100.00 payment	Result
Oncharge	Oncharge	Final amount = (Amount + 1.60) / (1 - 0.02)	Final amount = (100.00 + 1.60) / (1 - 0.02) = 101.60 / 0.98 = 103.67	Purchaser pays <b>103.67</b>  Merchant receives <b>100.00</b>
Oncharge	Absorb	Final amount = (Amount + 0.60) / (1 - 0.02)	Final amount = (100.00 + 0.60) / (1 - 0.02) = 100.60 / 0.98 = 102.65	Purchaser pays <b>102.65</b> Merchant receives <b>99.00</b>
Absorb	Oncharge	Final amount = Amount^ + 1.00 ^ Includes 2.0% + 0.60 Pin Payments fee  Final amount = Amount^	Final amount = 100.00 + 1.00 = 101.00	Purchaser pays <b>101.00</b>  Merchant receives <b>97.4</b>
Absorb	Absorb	^ Includes 2.0% + 0.60 Pin Payments fee and 1.00 revSPORT fee	Final amount = 100.00	Purchaser pays 100.00 Merchant receives 96.40

### Split multi-organisation fees

If you split money to other organisations (for example, you're a club and money is 'split' between your club and your association, and any levels above), then each level of organisation taking payment attracts the 2.0% + \$1.60.

The final fee amount will depend on whether:

- Your organisation absorbs or on-charges your 2.0% + \$0.60 (Pin Payments fee)
- Your organisation absorbs or on-charges your 1.00 (revSPORT service fee)
- Each peak body above you absorbs or on-charges their 2.0% + 0.60
- Each peak body above you absorbs or on-charges their 1.00

### Small fees

Note that transaction amounts ranging from 0.01 to 1.99 will automatically be rounded up to 2.00 to cover transaction fees. Fees will be calculated on the 2.00 amount.

**ENDS**