

## Paying In Guidelines

You can pay in the money you have raised from your fundraising in a number of ways.

### **Sending cheques to Ovacome**

You may prefer to pay the money from your fundraising event in to your own bank and send a cheque for the total directly to us at Ovacome. We can also bank sponsorship cheques made payable to Ovacome for you and credit them to your sponsorship total. If you do, please ensure that your name and the event you are taking part in are clearly attached to the cheque. Please make all cheques out to Ovacome.

### **By credit or debit card**

You can also pay the money from your fundraising event in to your own bank and then pay us directly using your credit or debit card, either over the telephone or by using the Donation Form included with this pack.

### **Paying in slip**

Ovacome does not provide fundraisers with a paying in slip as a matter of routine, but on request we are happy to provide you with one or more. The slips each have a different number which is unique to you, enabling us to keep an accurate record of all the sponsorship money that you pay into the bank. These slips may be used to pay money into any branch of HSBC and you can pay in either cash, cheques or a mixture of both.

### **Justgiving**

Money through donations or sponsorship pledges made to your event through Justgiving is automatically transferred to Ovacome after your event.

### **Virgin Money giving**

This is another online donation service which allows you to create a page whereby people can donate money directly to the charity you are fundraising for.

### **CAF vouchers and other charity cheques**

You must follow a different procedure for Charity Aid Foundation (CAF) vouchers. CAF vouchers will be issued to you by someone who has a CAF account. CAF vouchers cannot be paid into the event bank account and must be forwarded to Ovacome where we will process them and credit them to your event total. They must be made payable to Ovacome. Please also ensure that you write your name and event on the back of the voucher.

..with thanks