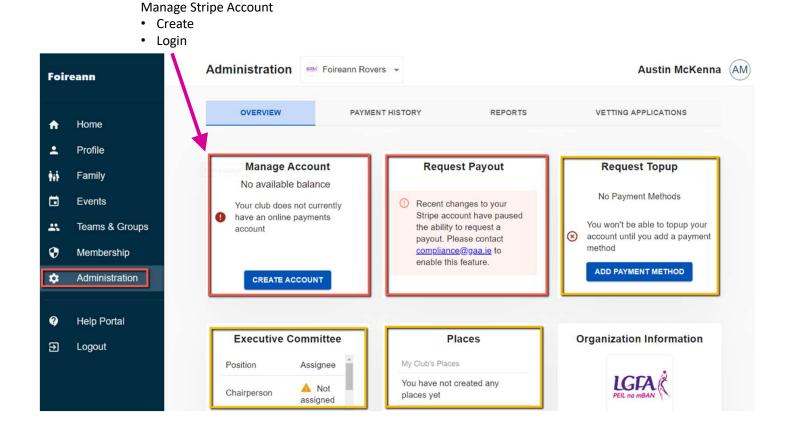
#### **Administration**





### **Setting Up Stripe**

See Foireann Help Portal

<u>Setting up a Foireann-linked Stripe account – Gaelic Athletic Association (zendesk.com)</u>

#### **Steps to Creating A Stripe Account**

Create the Stripe Account on Foireann

Fees Associated with the Stripe Account

Requesting a Pay-out or Topping up Stripe Account

When are Funds Available in your Stripe Account



# Create the Stripe Account on Foireann

#### Within Administration section on Foireann you will see an option to set-up a Stripe account.

- 1. Have the following information ready before starting, (Bank Details, Sort Code & IBAN number)
- 2. Details on Club Treasurer; Name, Email Address, Date of Birth, Home Address & Phone Number, Identification
- 3. Details on Club Secretary; Name & Email Address or Club Chairperson.
- 4. During the process a verification code will then be sent to the phone number used in the set-up.
- 5. You will be asked to enter details of Business Representatives, recommended here the treasurer is used.
   Details entered must be accurate and matches details listed in an Identification document.
- 6. You will be asked to enter details of Business Directors, its highly recommended you add Club Secretary or Chairperson.
- 7. To complete the business details a verifiable document will be requested, you will be presented with a list of
  document options which are not applicable to a club. So, we recommend that they select 'Other' and then they
  can upload a bank statement/utility bill.



### **Creating Stripe Account**

- 8. The system will also request verifiable identification (Drivers licence/passport) of the named person on the
  account (as stated recommended Treasurer, Secretary or Chairperson). Please ensure the address matches the
  document provided.
- 9. These two documents can take up to 24hrs and if rejected please contact stripe.
- 10. You will see these documents have been approved when the tick turns from red to a green tick.
- N.B. The stripe account will be enabled initially without the two verification documents. You will be able to
  receive payments but not withdraw until the account is verified. After a period of time where the two
  documents are not verified, the account will become restricted and not allow acceptance of payments.

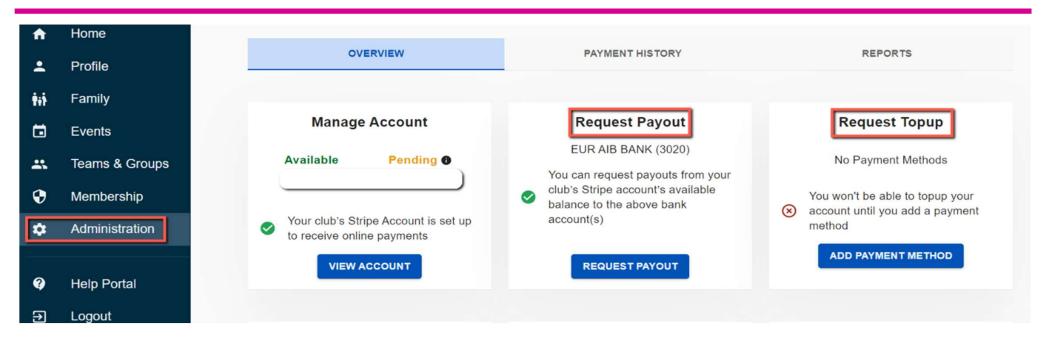


# Fees Associated with the Stripe Account

- 1. There is no subscription or annual cost for using the Foireann system however online payments do incur a charge from the payment provider (Stripe), this is the case for any online payment using a Credit or Debit Card.
- 2. Each transaction made with a standard Irish or UK Credit or Debit Card\* incurs an online payment charge of 1.35%.
- 3. A club can top-up their stripe account and the following charges are applicable
- Topping up by card is 1.35%
- Topping up by SEPA Credit (SI) is €0.90 fixed fee plus 0.26% charge on these top ups for example, transferring €100 to the above bank account will mean your club receives approximately €98.84 due to a charge of €1.16 (€0.90 + 0.26% of €99.10).
- Their bank also may apply its own charges in addition to the above.
- Topping up by **SEPA Direct Debit (GB or NI)** there is a £2.00 fixed fee + 0.26% charge on this top up so if topping up £500.00 you will receive approximately £496.71.
- 4. No Fee for registering members.
- 5. Stripe to the Bank No Fee



# Requesting a Pay-out or Topping up Stripe



Adding funds to your Foireann-linked Stripe account – Gaelic Athletic Association (zendesk.com)

#### **Payment Types**

SEPA Credit Transfer (SI)
SEPA Direct Debit (GB or NI)
Card

Note: Stripe <u>Top-Up's and Pay-Out's</u> must be approved by the <u>Clubs Financial Administrator</u> as explained in the above help document.



The Sport for Females, The Game for Fun, The Place for Community

#### When are Funds Available in Your Stripe Account

- If a member pays directly into the club, it will show pending for approx. 3 days and once cleared your balance will be available.
- If Clubs are doing a transfer from Bank/SEPA payment it will take approx. four days to clear into stripe and an
  additional three days to clear on stripe so can take approx. seven working days before funds are available to use
  to pay registrations.
- Note you can only use funds that are showing available if they are still pending, they cannot be used.
- It is therefore important if there are not sufficient funds in the stripe account, funds to be transferred well in advance of the required registration date.

