



Royal Flying Doctor Service

QUEENSLAND SECTION

BANKING & DONATION TIN RETURN INSTRUCTIONS

Thank you once again for raising funds for the Flying Doctor. The funds you have raised will go towards providing the finest healthcare to those living, travelling, and working in remote, rural, and regional Queensland. We are very grateful for your support.

To bank your donations and the contents in your donation in, you can:

- **Option 1. Return the tin, unopened, to your nearest RFDS base** – Our RFDS (Queensland Section) Bases are in Brisbane, Bundaberg, Rockhampton, Townsville, Cairns, Mount Isa, Longreach and Charleville – phone 07 3860 1100 for your closest Base details. Our RFDS staff members can take your tin, your details and issue a replacement tin if required. We will provide you an update of how much was raised from the tin once we have counted and banked your donation.
- **Option 2. Bank the tin at your closest ANZ bank** – Head to your closest ANZ Bank (NAB Account can be issued upon request). Our RFDS tins are accepted at any branch and will be opened and counted. We recommend getting in contact with the bank prior if you have multiple tins. When depositing your funds, please include your Supporter ID number and donation tin number/s in your Reference. Remember to email supportercare@rfdsqld.com.au with your supporter ID, tin number, and amount banked.
- **Option 3. Open the donation tin yourself** – The Banking form is designed to keep an accurate record of the proceeds for the financial audit. This system also provides a level of protection and transparency for you as the person responsible for the donation tin/s. Deposit the funds either directly into the RFDS bank account, send a postal money order or post a cheque to the RFDS. Once the Banking Form is completed, return along with the Remittance Advice Form back to the RFDS at supportercare@rfdsqld.com.au.

If you choose option 3, please remember that you can only open an RFDS donation tin with prior permission from the RFDS staff member.



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Opening donation tins:

1. TWO PEOPLE MUST BE PRESENT AT ALL TIMES - Please conduct the opening and counting of tins in a private space or room to avoid risk and distraction.
2. Please take note of your Supporter ID number and tin number found on your tin, this is your reference number to quote when banking.
3. Using a tin opener, open tin, removing the top panel to ensure the tin cannot be re-used. Please be careful of any sharp edges and dispose of the tin safely to avoid potential injury to others. (Tins can be recycled if you have this facility available).
4. Count the money and recording the figures for each type of notes and coins in the [Banking Form](#). Make sure the funds are double counted.
5. Once the total has been agreed by both persons, each person to sign and print name on form below.
6. Take the money to your local bank for depositing to the RFDS account.

Bank Details:

| | |
|-----------------|------------------------------------|
| Bank: | ANZ BANK |
| Account Name: | RFDS QLD |
| BSB: | 014 002 |
| Account Number: | 361 064 704 |
| Reference: | Supporter ID & Donation Tin Number |

7. Return the [Banking Form](#) and the to the RFDS or email to supportercare@rfdsqld.com.au.
8. If you cannot access a bank, please convert funds to a money order at your local Post Office or cheque, payable to Royal Flying Doctor Service (Queensland Section) and mail back with the Banking Form.