



Payment Details

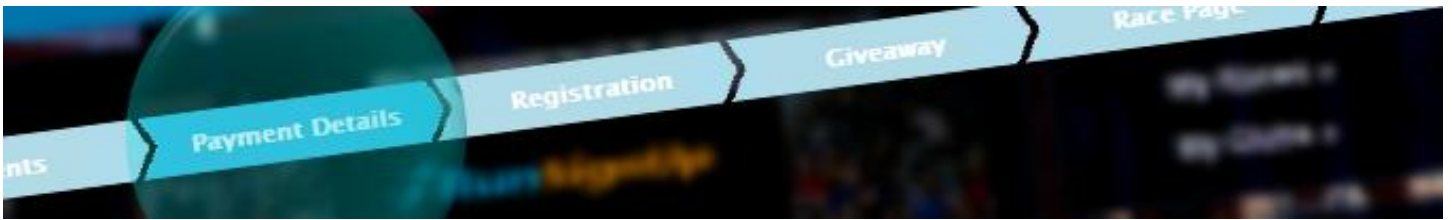
Instruction Manual



Within this document you will find detailed instructions on how to navigate the “Payment Details” step of the race creation wizard on www.RunSignUp.com. This manual will be useful to race directors who are interested in setting up direct payments or manual payments for their race on RunSignUp.

If more information is needed on the topics addressed in this manual, or if you have any further questions/suggestions, please feel free to contact us at info@runsignup.com





PAYMENT DETAILS

The required portions of the “Payment Details” section deal with where payments to the race should be made and how processing fees should be handled in race related transactions.

Payment Information

In the “Payment Information” section, you are required to select one of two possible “Payment Methods”. You can either choose “Direct Payments”, which is the preferred option, or you can choose “Manual Payments”. For either of these choices, normal processing fees will apply.

| Payment Method | Description |
|--|--|
| <input checked="" type="radio"/> Direct Payments | This is RunSignUp's preferred payment option, and is also the preferred payment method suggested by the IRS, VISA, and Mastercard. Payments are sent directly to your bank account from the credit card system, while holding back only that which is necessary for the race's refund reserve (if the refund reserve is enabled due to certain refund/transfer/etcetera settings). Normal Processing Fees apply. |
| <input type="radio"/> Manual Payments | This is our old method of payments which has holdback requirements and may have issues with VISA and Mastercard acceptance in the future. Normal Processing Fees apply. |

DIRECT PAYMENTS

The “Direct Payments” method is RunSignUp’s preferred payment option, and is also the preferred method suggested by the IRS, VISA, and Mastercard. This method sends payments directly to your bank account from the credit card system, while holding back only that which is necessary for the race’s refund reserve (if enabled due to refund/transfer/etcetera settings).

Payment Address

While “Direct Payments” do send payments directly to your bank account, certain fees due to your race, such as the remaining refund reserve money, will need to be sent to you in the form of a check. Begin by entering in the

Same as Another Race

information pertaining to where RunSignUp should send the checks due to your race. If this is the same address as another race, then you can click on the button for “Same as

Same as Race Address

Another Race” and select the correct race merchant from the list. If this is the same address that you entered in during the “Basic Info” step, then you can click on the button for “Same as Race Address” and it will fill out the fields for you.

Note: If you use the “Same as Race Address” button, do not forget to enter a name into the “Pay to Order of” field.

| | |
|----------------------|---|
| Pay to Order Of * | Name on Mailing Address |
| <input type="text"/> | <input type="text"/> |
| | Use a name the postal service will recognize, like Joe Smith. |

In the “Payment Information” section, you will also be given the option to fill out the field for “Name on Mailing Address”. This can be used if the “Pay to Order of” box is not a name that the postal service will recognize.

Bank Account Information (US Only)

After filling out your “Payment Address”, move on to the section for “Bank Account Information (US Only)”, and enter a short identifier for your new merchant account into the “Merchant Identifier” field.

Merchant Identifier

May only contain letters, numbers and underscores.

IMPORTANT: This identifier must be between 8 and 32 characters.

Existing Merchant Identifier

This is an existing merchant account on RunSignUp that I'd like to use for this race.

If you would like to use the same merchant account as an existing race, then type that “Merchant Identifier” into the space provided, and check off the box for “Existing Merchant Identifier”. This indicates that you are aware of your “Merchant Identifier” as an existing merchant account on RunSignUp, and approve for its use on this race as well.

Note: If you leave this box unchecked, and your “Merchant Identifier” exists already, then RunSignUp will alert you of this, and you can create a new “Merchant Identifier”. Your funds will not be merged into an existing merchant account unless you check off the box to allow it.

Next, fill out the fields for “Company Name” and “Tax Identification Number” if necessary, and then continue to enter in your bank account information. The required fields include “First Name”, “Last Name”, “Date of Birth”, “Email Address”, and “Phone”, followed by your address information (“Address”, “City”, “State”, and “Zip”).

Company Name (Optional)

Tax Identification Number (Optional)

Finally, enter your information into the fields for “Account Routing Number”, “Account Number”, and the “Last Four Digits of Social Security Number”.

Account Routing Number * Account Number * Last Four Digits of Social Security Number *

Distribution of Funds

Once set up, transactions will be recorded directly to your sub-merchant account. You can control how frequently the funds are deposited into your bank account, as well as when you will receive summary emails, by using the drop down menus that appear in this section.

Deposit Money into My Account Send Summary E-mails

Weekly Daily

Never

Daily

Weekly

Monthly

You can decide whether your money is deposited into your account “Daily”, “Weekly”, or “Monthly”, and you can also have summary emails sent “Daily”, “Weekly”, “Monthly”, or “Never”.

MANUAL PAYMENTS

The “Manual Payments” method is RunSignUp’s previous method of making payments. Part of the reason why “Direct Payments” is preferred much more strongly as your “Payment Method” is because “Manual Payments” have holdback requirements and also may have issues with VISA and Mastercard acceptance in the future. For the time being however, this option is still available for race directors, though we do recommend that you look into setting up “Direct Payments” if at all possible.

Payment Address

Begin by entering in the information pertaining to where RunSignUp should send the checks due to your race. If this is the same address as another race, then you can click on the button for “Same as Another Race” and select the correct race merchant from the list. If this is the same address that you entered in during the “Basic Info” step, then you can click on the button for “Same as Race Address” and it will fill out the fields for you.

Same as Another Race

the same address as another race, then you can click on the button for “Same as Another Race” and select the correct race merchant from the list. If this is the same address

Same as Race Address

Note: If you use the “Same as Race Address” button, do not forget to enter a name into the “Pay to Order of” field.

| | |
|---|---|
| Pay to Order Of * <input type="text"/> | Name on Mailing Address <input type="text"/> <small>Use a name the postal service will recognize, like Joe Smith.</small> |
|---|---|

In the “Payment Information” section, you will also be given the option to fill out the field for “Name on Mailing Address”. This can be used if the “Pay to Order of” box is not a name that the postal service will recognize.

OTHER PAYMENT DETAILS

After setting up either the “Direct Payments” or “Manual Payments”, the remaining settings are similar for both payment methods.

Payment Emails

As the default, RunSignUp will send an email with payment details to all race directors on your race. If you would like to turn off this default, simply uncheck the check box under “Payment Emails”.

Payment E-mails

Send an email with payment details to all race directors on your race.

| |
|---|
| E-mail Addresses for Total Payment Report <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
|---|

You can also allow for additional email addresses to receive the total payment details email by adding them to the section labeled “Email Addresses for Total Payment Report”. This lets you have the email sent out to members of your race staff who are not designated as race directors.

Note: If you have multiple races with the same payment address, a single payment will be made, and the report that is sent out will be for all of the races that go into this payment.

Donations

If you do not yet have donations set up for your race, then you will find a brief section for enabling donations. You can enable donations by checking off the box labeled “Allow people to make donations to you race”. For more information on customizing the advanced settings of donations, please refer to the section on “How to Set up Donations”.

You can enable donations by clicking the checkbox below. For more advanced settings, [go to the donation setup page](#).

Allow people to make donations to your race.

Note: The donations option will not appear in the wizard after donations are set up, and all editing of donations must be done under the “Donations” tab of the race dashboard.

| Registration Processing Fees | Store Processing Fees | Donation Processing Fees |
|--|---|--|
| <input checked="" type="radio"/> Processing fee paid by race registrant. | <input checked="" type="radio"/> Processing fee paid by customer. | <input checked="" type="radio"/> Processing fee paid by donor. |
| <input type="radio"/> Processing fee comes out of the charge. | <input type="radio"/> Processing fee comes out of the charge. | <input type="radio"/> Processing fee comes out of the charge. |
| <input type="radio"/> Half of processing fee is paid by race registrant and half is taken out of the charge. | <input type="radio"/> Half of processing fee is paid by customer and half is taken out of the charge. | <input type="radio"/> Half of processing fee is paid by donor and half is taken out of the charge. |

Processing Fees

Using the radio buttons, select the manner in which the processing fees will be handled for registration, store purchases, and donations. Processing fees can either be paid in full by the participant, paid in full by the race, or half paid by participant and half paid by the race.

Note: If you have all or a portion of the processing fee being paid by the race, then the processing fee will be taken out of the event fee. For instance a \$20.00 race would allot the race \$20.00 minus the processing fee.

Tax ID

The “Tax ID” field is only required for certain races. Your “Tax ID” is the nine-digit number used as a tracking number by the IRS for tax purposes. For an individual this would be your Social Security Number. A business or non-profit organization would provide their Federal Employer ID (EIN) or 501C3 Number.

Tax ID (If Required)

Internal Revenue Code Section 6050W requires that we report certain payments to Customers based on a combination of Gross Payments and Volume. Currently the law requires we report once transactions exceed \$20,000.00 (provided that there are at least

200 transactions). You are not required to provide this information if you do not expect to exceed these limits.

For your security, your Tax ID is encrypted using AES encryption.

Saving

When you are finished making changes to the “Payment Details” section, be sure to scroll down to the bottom of the page and click “Save & Continue”.

Save & Continue