

# INCOMING PAYMENT GUIDE

**THANK YOU** FOR SUPPORTING ONE OR MORE OF OUR SOCIETIES OR SPORTS CLUBS! WE HAVE PUT THIS GUIDE TOGETHER TO HELP MAKE IT AS EASY AS POSSIBLE TO SEND MONEY TO THE STUDENT GROUPS.

WHEN TRANSFERRING MONEY DIRECTLY TO ANY OF OUR SOCIETIES OR CLUBS, PLEASE BE AWARE THAT ALL OF OUR STUDENT GROUPS SHARE THE SAME INCOMING BANK ACCOUNT. AS SUCH, IT IS VITAL THAT ALL PAYMENTS CONTAIN THE FOLLOWING INFORMATION VERY CLEARLY:

**1** WHO THE  
MONEY IS FROM

**2** WHICH SOCIETY OR  
CLUB THE MONEY IS FOR

## DIRECT BANK TRANSFER

ACCOUNT NAME **RGU STUDENT ASSOCIATION**  
ACCOUNT NO **3048 0062**  
SORT CODE **82-60-01**

PLEASE ENSURE THAT YOU PROVIDE A  
REFERENCE IN THE FOLLOWING FORMAT

'GROUP NAME'  
+ 'SOCIETY' OR 'CLUB'  
(AS APPROPRIATE)

FOR EXAMPLE  
**LAW SOCIETY OR RUGBY CLUB**

## PAYMENT BY CHEQUE

CHEQUES SHOULD BE MADE PAYABLE TO  
'RGU STUDENT ASSOCIATION'

ALL CHEQUES SHOULD CONTAIN A REFERENCE  
TO THE SOCIETY, SPORTS CLUB OR STUDENT  
GROUP WHEN POSTED

CHEQUES SHOULD BE POSTED TO:

**MICHELE COLLIE**  
**RGU STUDENT ASSOCIATION**  
**UNION WAY, GARTHDEE CAMPUS**  
**ABERDEEN AB10 7GE**

IF YOU HAVE ANY QUERIES ABOUT PAYMENTS, PLEASE CONTACT MICHELE COLLIE **BEFORE** SUBMITTING  
THE PAYMENT BY EMAILING [SOCIETIES@RGUUNION.CO.UK](mailto:SOCIETIES@RGUUNION.CO.UK) OR CALLING 01224 262 266