



**THE  
CAMOGIE  
ASSOCIATION**  
An Cumann Camógaíochta

# PayPal Account User Guide

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## 1. Getting started

PayPal is a payment solution which makes it easy for you to safely transact money on the internet.

It can be used like a current bank account to make everyday payments.

This document takes you through how to set up a PayPal account and how to make sure you can use it to pay your fees.





## 2. Accessing PayPal

To set up PayPal you must have access to the internet and use links below to access the PayPal website.

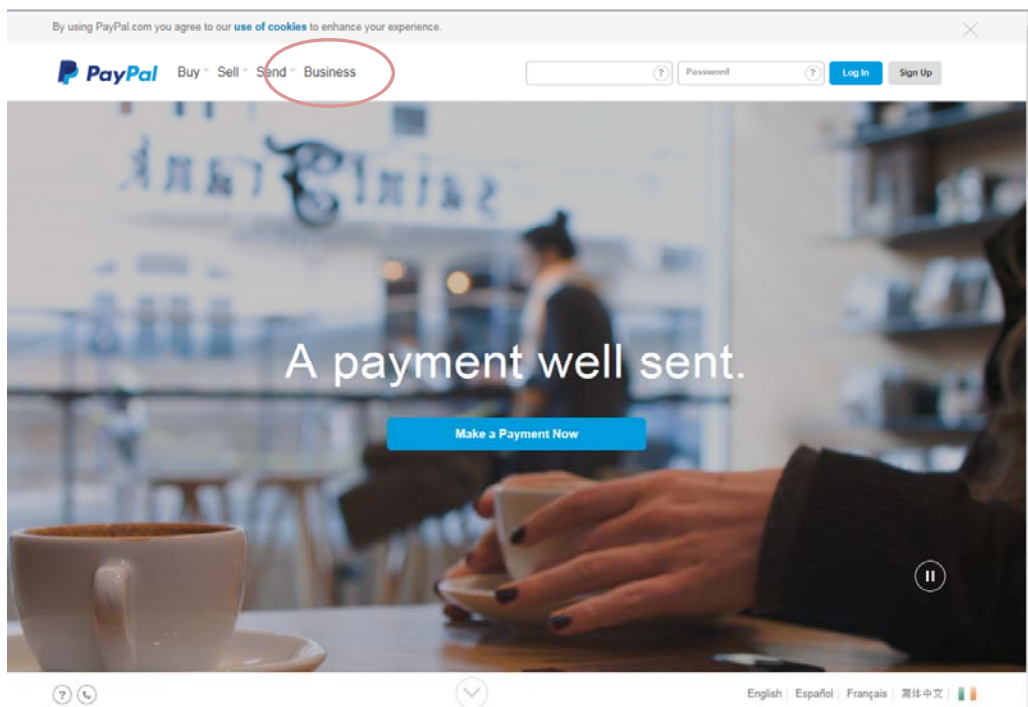
Initiate the registration process by clicking on this link:

[www.paypal.com](http://www.paypal.com)



### 3. How to open a PayPal account

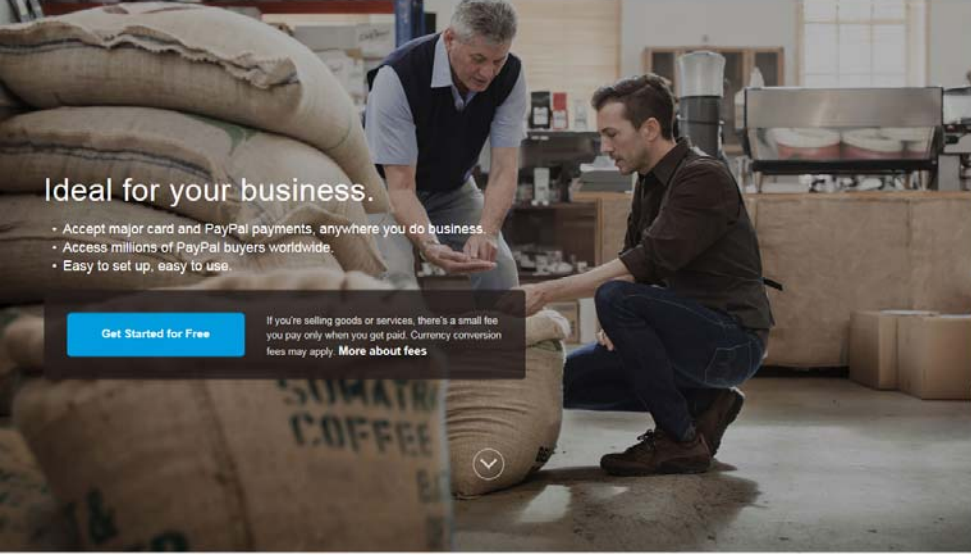
- All LGFA PayPal accounts are to be set up as business charity accounts.
- Click on 'Business' to start registration.



- Click on 'Get Started for Free'.

PayPal Buy · Sell · Send · Business

1 Password Log In Sign Up



Ideal for your business.

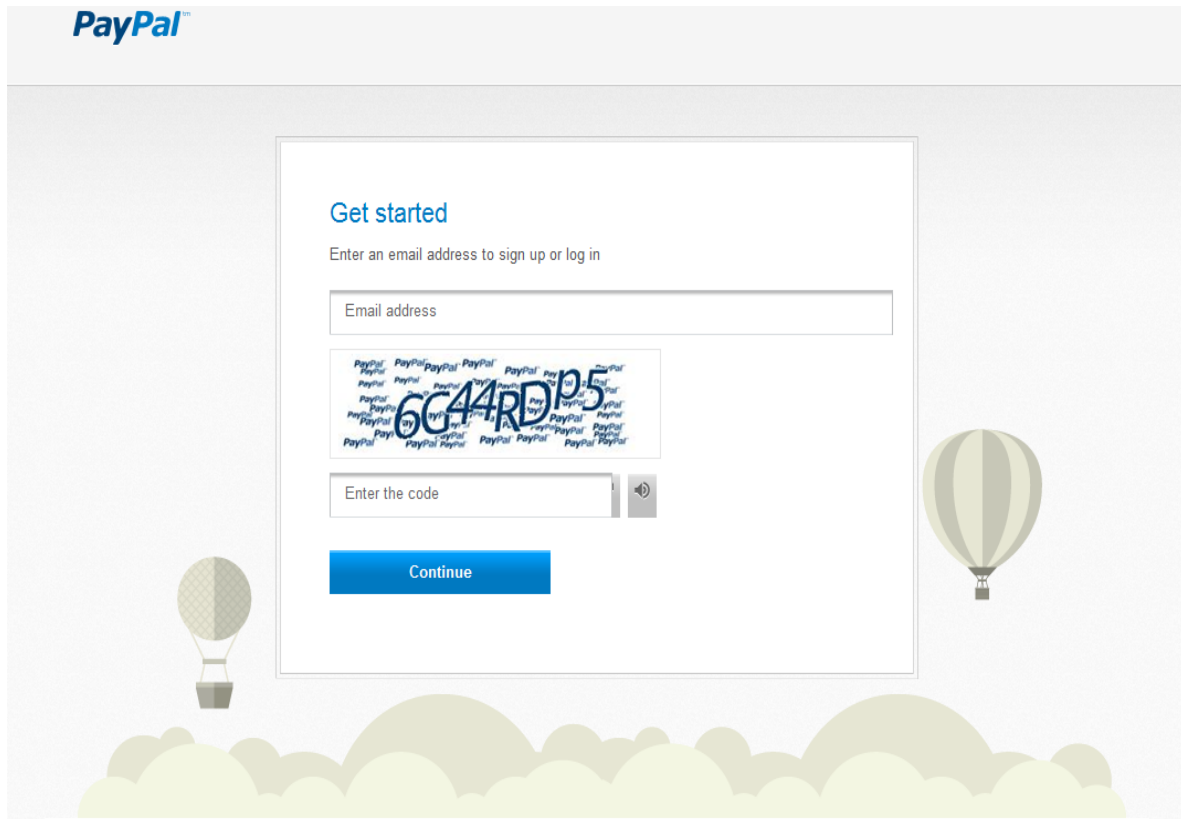
- Accept major card and PayPal payments, anywhere you do business.
- Access millions of PayPal buyers worldwide.
- Easy to set up, easy to use.

**Get Started for Free**

If you're selling goods or services, there's a small fee you pay only when you get paid. Currency conversion fees may apply. [More about fees](#)

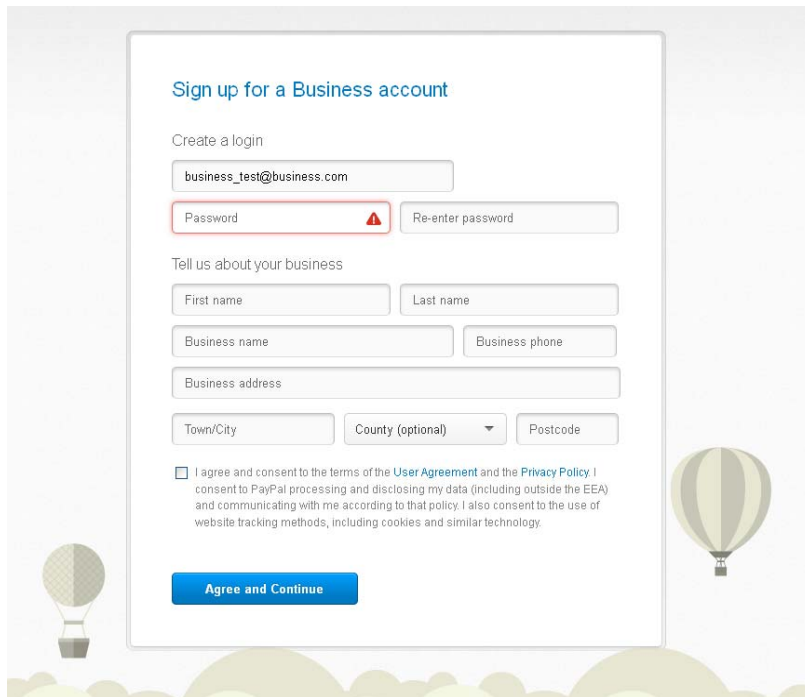
Web Payments Online Invoicing

- Enter your email address.
- Enter the Security Code displayed on the screen.



The image shows a screenshot of the PayPal registration page. At the top left is the PayPal logo. The main heading is "Get started" in blue. Below it is the instruction "Enter an email address to sign up or log in". There is a text input field labeled "Email address". Below that is a security code verification area consisting of a grid of small "PayPal" logos with a larger code "6G44RD95" overlaid. Below the grid is another text input field labeled "Enter the code" with a speaker icon to its right. At the bottom of the form is a blue "Continue" button. The background features two hot air balloons and a row of green bushes at the bottom.

- Enter the email address for which your payments will be sent e.g. [.camogie@gaa.ie](mailto:camogie@gaa.ie)
- This address will be visible to customers and used by PayPal for all notifications.
- Complete the required information relating to your club.



**Sign up for a Business account**

Create a login

business\_test@business.com

Password ▲ Re-enter password

Tell us about your business

First name Last name

Business name Business phone

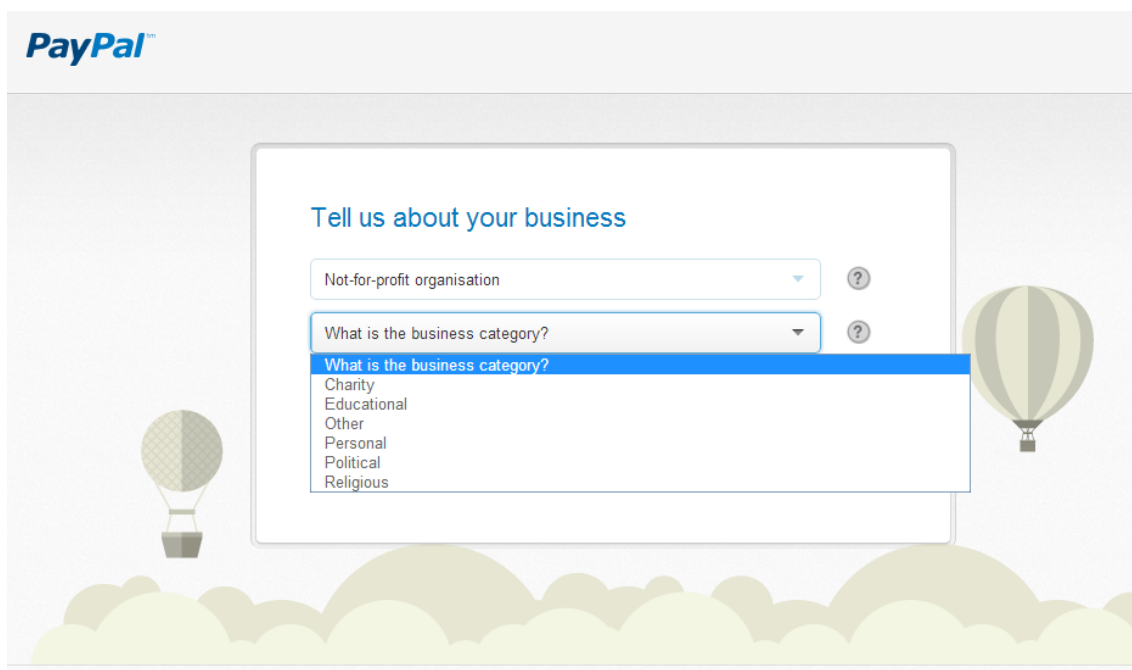
Business address

Town/City County (optional) Postcode

I agree and consent to the terms of the [User Agreement](#) and the [Privacy Policy](#). I consent to PayPal processing and disclosing my data (including outside the EEA) and communicating with me according to that policy. I also consent to the use of website tracking methods, including cookies and similar technology.

**Agree and Continue**

- Select “Not for profit organisation” as the primary business type category.
- Then “Charity” as sub-business category.



**PayPal™**

**Tell us about your business**

Not-for-profit organisation ?

What is the business category? ?

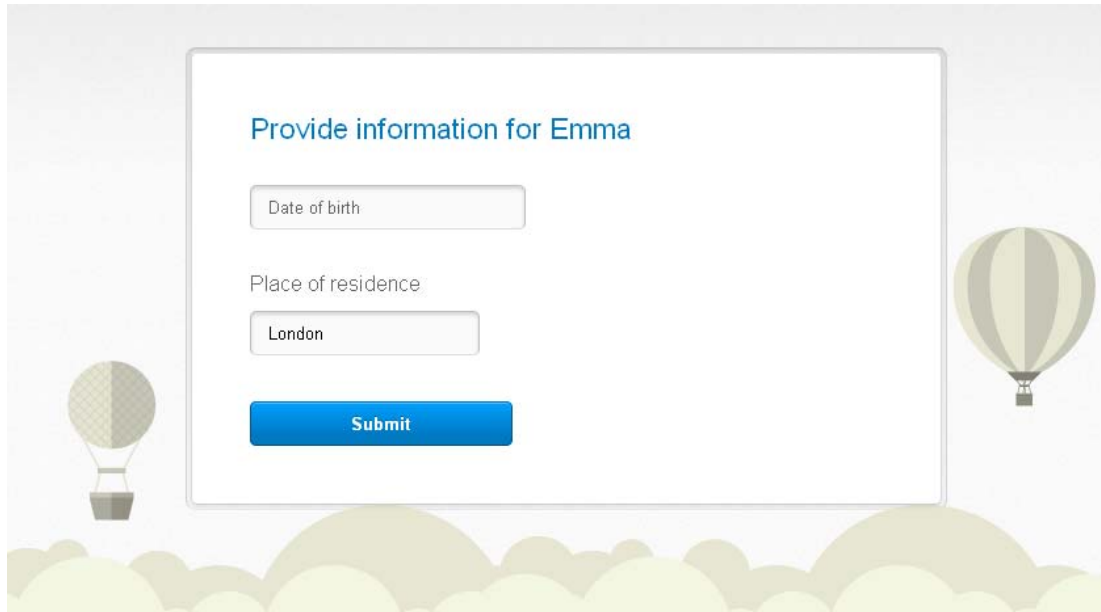
**What is the business category?**

- Charity
- Educational
- Other
- Personal
- Political
- Religious

- Provide information about the Account Administrator.



- After submitting these you will be directed to your 'My Business Set Up'.



Provide information for Emma

Date of birth

Place of residence

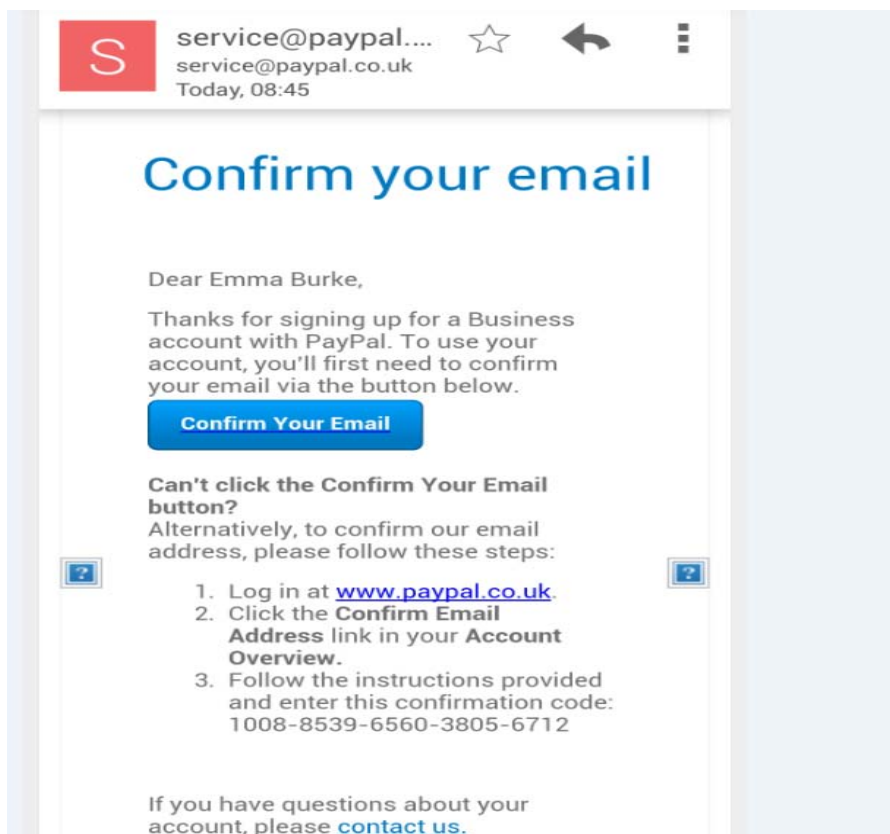
London

Submit

- You can now finalise your account set up.
- A confirmation email will also be sent to the email address you submitted.

## 4. Confirm You Email Address

- Check the account for the email address you added.
- You will receive an email from PayPal asking you to confirm your email address.
- Click on the link within the email to confirm.

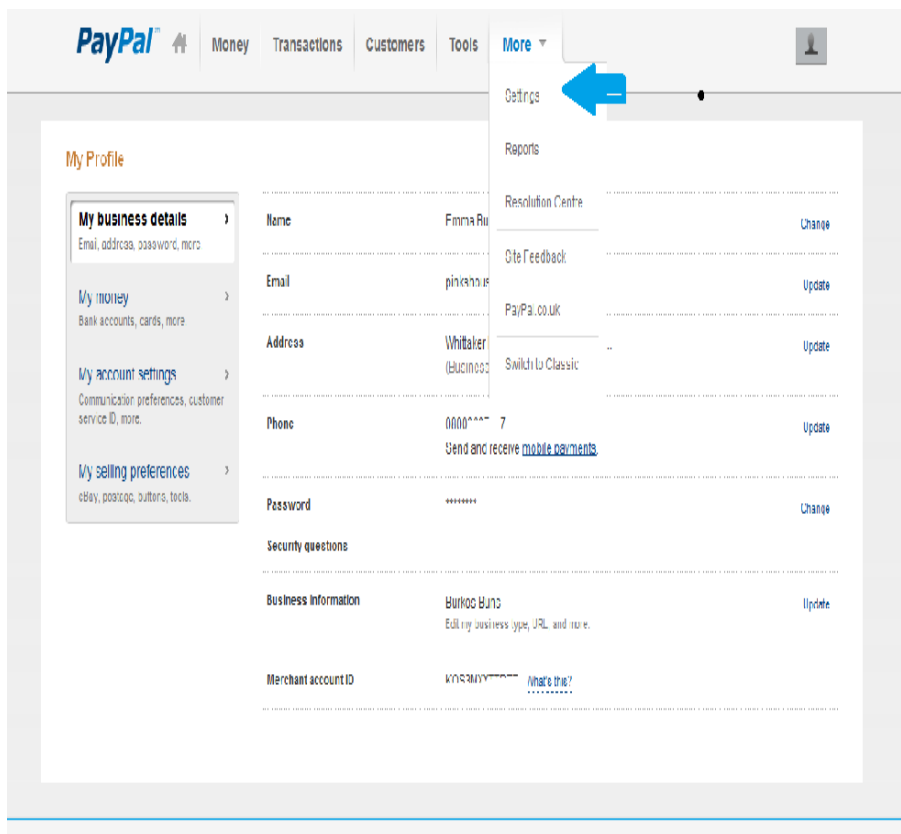


## 5. Update Your Business Information

### a. Step 1 – Business Information

You will be asked for information relating to your club which will be referred to as Business.

- **Click on More**
- Settings
- Business Information
- Update



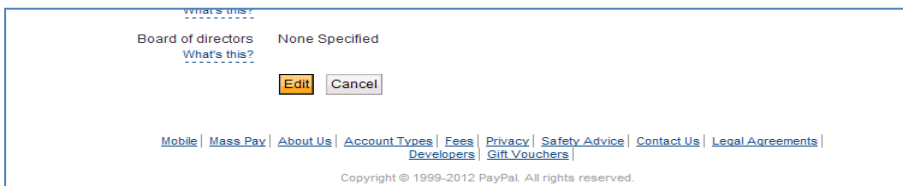
The screenshot shows the PayPal Business account settings interface. At the top, there is a navigation bar with 'PayPal' logo and tabs for 'Money', 'Transactions', 'Customers', 'Tools', and 'More'. The 'More' dropdown menu is open, and a blue arrow points to the 'Settings' option. Below the navigation bar, the 'My Profile' section is visible, containing several categories of business information:

- My business details:** Name (Emma Ru...), Email (pin@...), Address (Whitaker (Business...)), Phone (0000\*\*\*\* 7), Password (\*\*\*\*\*), and Security questions.
- My money:** Bank accounts, cards, more.
- My account settings:** Communication preferences, customer service ID, more.
- My selling preferences:** eBay, postage, buttons, tools.
- Business Information:** Business name (Burkoo Buns), Merchant account ID (K123456789), and a link for 'What's this?'.

Each item in the 'My Profile' section has an 'Update' or 'Change' link next to it.

## b. Step 2 – Business Information

- Scroll to the bottom of the page and click ‘Edit’.



Board of directors: None Specified  
What's this? [What's this?](#)

[Edit](#) [Cancel](#)

[Mobile](#) | [Mass Pay](#) | [About Us](#) | [Account Types](#) | [Fees](#) | [Privacy](#) | [Safety Advice](#) | [Contact Us](#) | [Legal Agreements](#) | [Developers](#) | [Gift Vouchers](#)

Copyright © 1999-2012 PayPal. All rights reserved.

- Review the information already provided and complete any information not updated.

**Confirm your information**

As a financial services firm, we need the following information to comply with [EU regulations](#). We take your organisation's privacy seriously. Any confidential information you submit to PayPal remains private, secure and is only shared with a third party as set out in our [privacy policy](#).

Business type:  [What's this?](#)

Business name: Sandras Shoes [Change Name](#)

Trading name: Sandras Shoes [What's this?](#)

**Business contact information**

Customer service phone:  ext.

Customer service email:  [What's this?](#)

Business contact name: Sandra Moore [Change Name](#)

Principal place of business:  Same as registered address/office [What's this?](#)  
Hotham House  
Richmond Upon Thames London  
TW9 1EJ  
United Kingdom

Enter different address

Account holder date of birth: dd / mm / yyyy  
 /  /

[About this business](#)

- VAT Number (Optional)
- Company Number (If available)
- Average Transaction Price (average amount of player subs sent)

- Average Monthly Volume (estimate of subs sent in one month)
- Sales Venue – Enter ‘Other – Camogie Player Subs’
- % of online Sales – Enter ‘100%
- Date Business Formed (Date club formed)

VAT Number:  (optional)  
[What's this?](#)

Company number: None Specified  
[What's this?](#)

Category: (select the category and subcategory that best fit your sales)

Subcategory:

Average transaction price:

Average monthly volume:

Sales venue(s):  eBay  
 Other marketplaces  
 My own website

Other

Please describe your business below

Percentage of annual revenue from online sales:

Date business formed: mm / yyyy  
 /

### c. Step 3 – Board of Directors

You will not have information relating to a Board of Directors. For this section please provide information that indicated the governing structure of the club, chairperson, treasurer etc.

- 25%+ Shareholders – Please leave blank.



- Add information relating to the governing structure of the club. Include details of any Chairperson or board that this in place to manage the club.
- When completed click 'Save'.

**Owners and directors**

25%+ shareholders (up to 4)  One or more people own 25% or more of this business.  
[What's this?](#)

Board of directors (up to 15, at least 1 is required)  
[What's this?](#)

**Board member 1**

First name

Last name

Date of birth  
dd / mm / yyyy  
 /  /

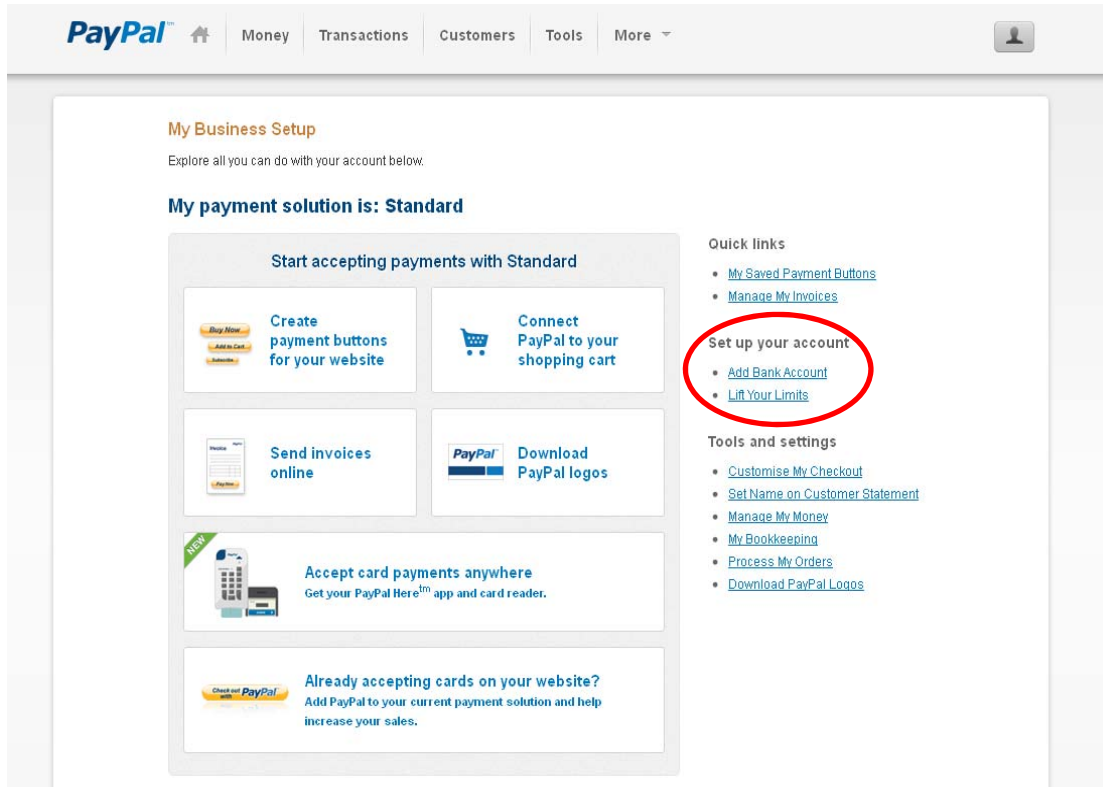
Country

Town/City

Postcode

[Add another board member](#)  
[Finished with board members](#)

## 6. Manage Your PayPal Account



The screenshot shows the PayPal Business Setup dashboard. At the top, there is a navigation bar with the PayPal logo, a home icon, and menu items for Money, Transactions, Customers, Tools, and More. Below the navigation bar, the main content area is titled "My Business Setup" and includes the text "Explore all you can do with your account below." Underneath, it states "My payment solution is: Standard". The main content is divided into two columns. The left column, titled "Start accepting payments with Standard", contains several tiles: "Create payment buttons for your website" (with "Buy Now" and "Add to Cart" buttons), "Connect PayPal to your shopping cart", "Send invoices online", "Download PayPal logos", "Accept card payments anywhere" (with a "NEW" badge and an image of a PayPal Here app and card reader), and "Already accepting cards on your website?". The right column, titled "Quick links", contains a list of links: "My Saved Payment Buttons", "Manage My Invoices", "Set up your account" (circled in red), "Add Bank Account", and "Lift Your Limits". Below the "Quick links" section is a "Tools and settings" section with links for "Customise My Checkout", "Set Name on Customer Statement", "Manage My Money", "My Bookkeeping", "Process My Orders", and "Download PayPal Logos".

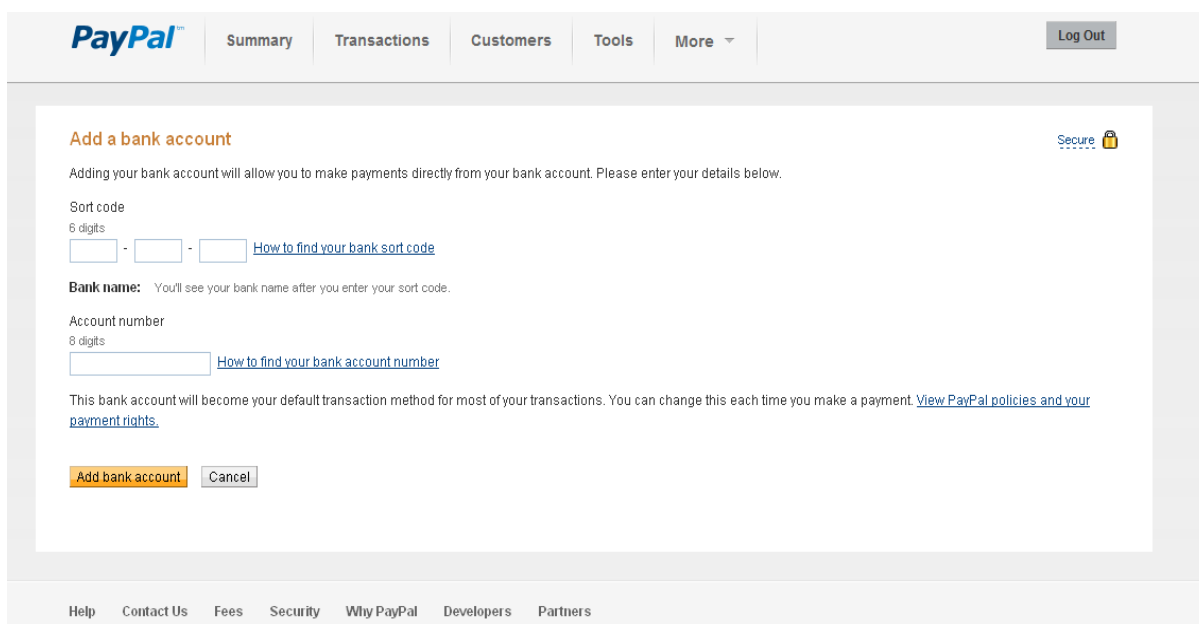
- You are able to start to customise your account, the first task being adding your bank account.
- Select 'Add Bank Account'

## 7. Adding Financial Instruments & Verifying Your PayPal Account

There are two methods to verify your account:

1. Using your bank account
2. Using your debit or credit card

### a. Adding Your Bank Account



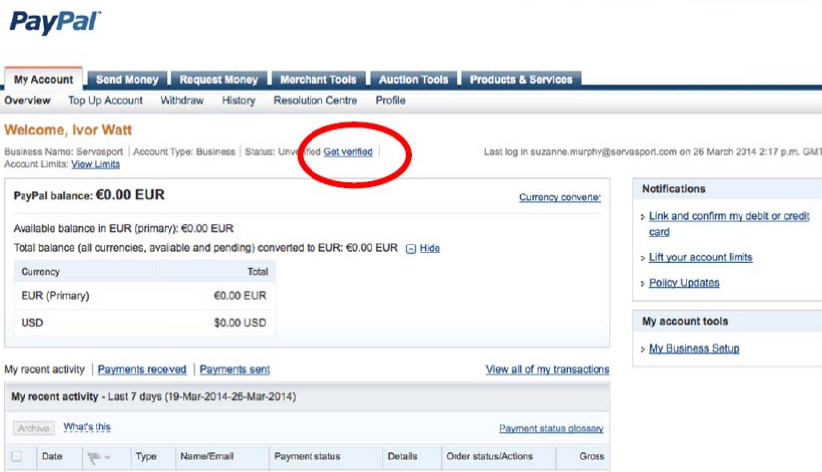
The screenshot shows the PayPal 'Add a bank account' page. At the top, there is a navigation bar with the PayPal logo and links for Summary, Transactions, Customers, Tools, and More. A Log Out button is in the top right corner. The main content area is titled 'Add a bank account' and includes a 'Secure' icon. Below the title, there is a brief instruction: 'Adding your bank account will allow you to make payments directly from your bank account. Please enter your details below.' The form contains two input fields: 'Sort code' (6 digits) and 'Account number' (8 digits). Each field has a 'How to find your bank sort code' and 'How to find your bank account number' link respectively. Below the form, there is a note: 'This bank account will become your default transaction method for most of your transactions. You can change this each time you make a payment. [View PayPal policies and your payment rights.](#)' At the bottom of the form, there are two buttons: 'Add bank account' and 'Cancel'. The footer of the page contains links for Help, Contact Us, Fees, Security, Why PayPal, Developers, and Partners.

- Follow the onscreen instructions and add the sort code and account number for your club bank account.
- Once complete, select 'Add bank account'. This will attach the bank account to your PayPal account.

### b. Verification of Your Identity

- As part of the process to verify your identity, PayPal will utilise your bank account or debit card to confirm that the correct person has control over the PayPal account.





**PayPal**

My Account | Send Money | Request Money | Merchant Tools | Auction Tools | Products & Services

Overview | Top Up Account | Withdraw | History | Resolution Centre | Profile

Welcome, Ivor Watt

Business Name: Servasport | Account Type: Business | Status: Unverified **Get verified** | Last log in: suzanne.murphy@servasport.com on 26 March 2014 2:17 p.m. GMT

Account Limits: [View Limits](#)

PayPal balance: €0.00 EUR

Available balance in EUR (primary): €0.00 EUR

Total balance (all currencies, available and pending) converted to EUR: €0.00 EUR  Hide

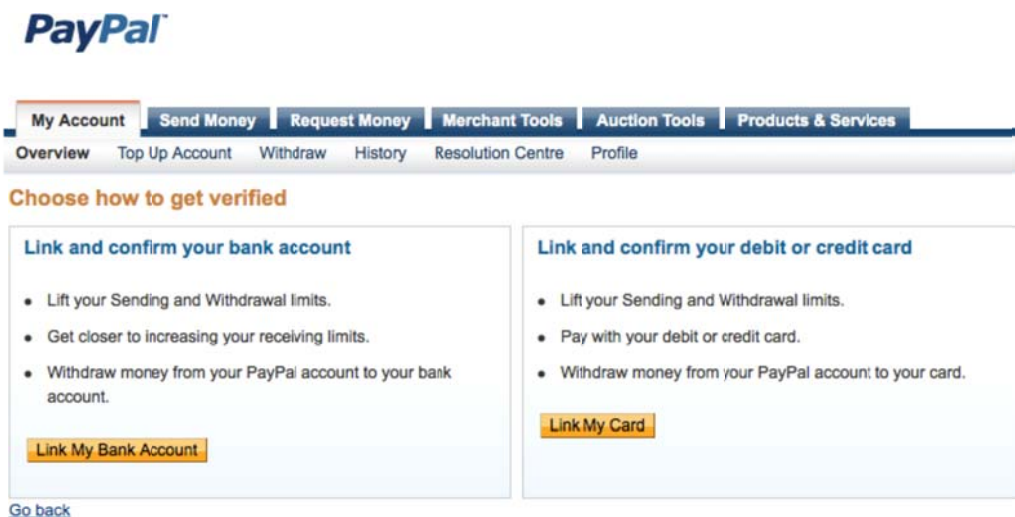
Currency	Total
EUR (Primary)	€0.00 EUR
USD	\$0.00 USD

My recent activity | [Payments received](#) | [Payments sent](#) | [View all of my transactions](#)

My recent activity - Last 7 days (19-Mar-2014-26-Mar-2014)

Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross
No recent activity found.						

You will now be given the option to verify your account using your bank account or debit or credit card.



**PayPal**

My Account | Send Money | Request Money | Merchant Tools | Auction Tools | Products & Services

Overview | Top Up Account | Withdraw | History | Resolution Centre | Profile

**Choose how to get verified**

**Link and confirm your bank account**

- Lift your Sending and Withdrawal limits.
- Get closer to increasing your receiving limits.
- Withdraw money from your PayPal account to your bank account.

[Link My Bank Account](#)

**Link and confirm your debit or credit card**

- Lift your Sending and Withdrawal limits.
- Pay with your debit or credit card.
- Withdraw money from your PayPal account to your card.

[Link My Card](#)

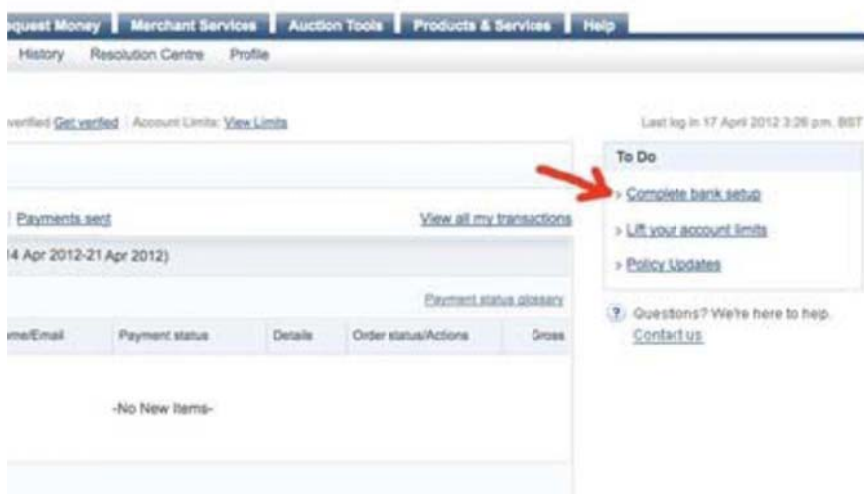
[Go back](#)

### c. Option 1 – Using a bank account to get verified

To continue with the verification process using your bank account, choose the Link my Bank Account. PayPal will ask for your bank details if you have not already provided them. Follow the onscreen instructions to complete the process. Once provided, PayPal will check that this is your bank account by doing one of the following:

- Deposit two small amounts into your bank account – please note the amounts
- Deposit small amount along with a code that will be in transaction description on your bank statement.

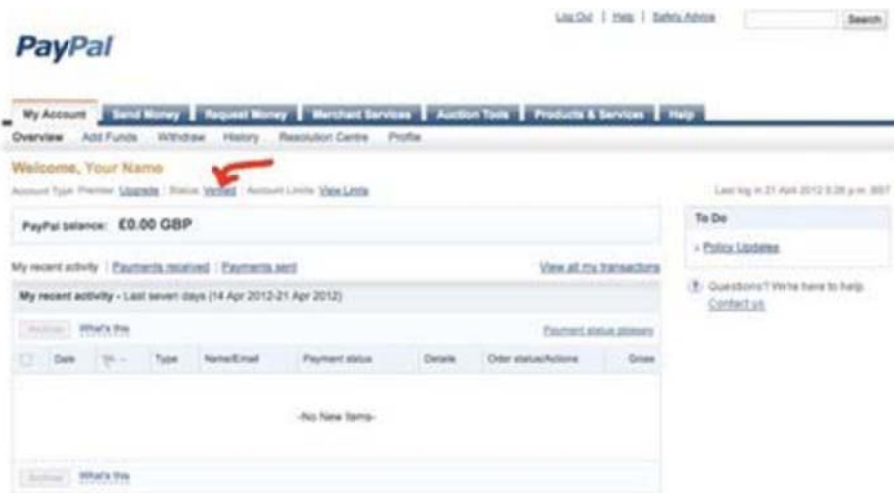
This will happen within a few hours or it can take up to 2-5 working days depending on your bank. Once this has happened go to 'Complete bank Set-up' on your Overview page.



On the next screen, enter the two amounts PayPal deposited into your bank or the code, then click 'submit'.

The next page confirms that you have successfully confirmed your Bank Account Click Continue.

In your Overview page you will see that you are now verified.

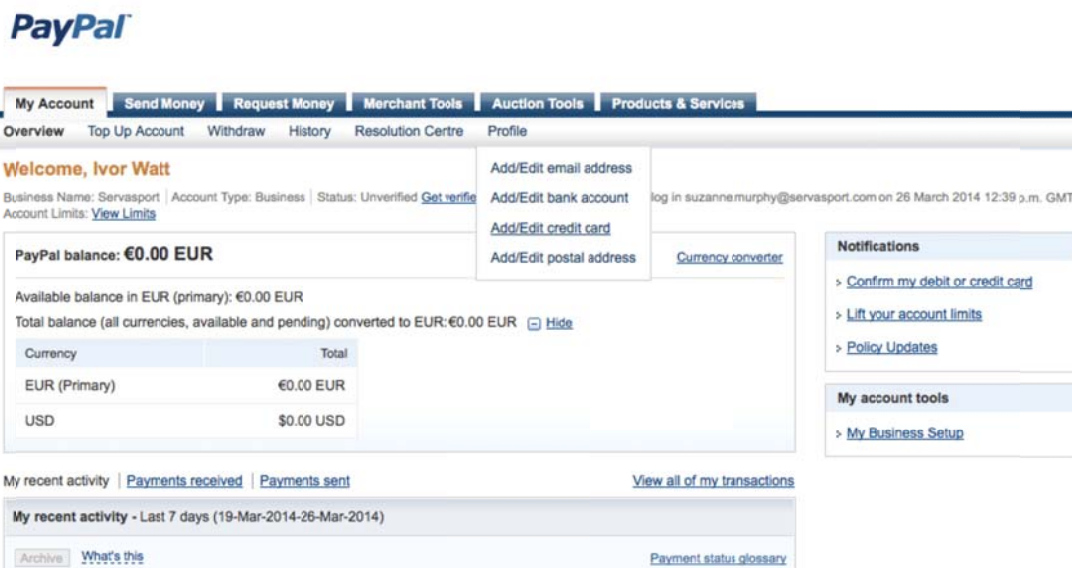


#### d. Option 2 – Using a credit card to get verified

Choose the option to update your credit / debit card details.

This process is instant and you should be instantly verified. You should be able to delete the details of the credit/debit card after the verification process.

To set up a credit card, navigate to the Overview page and choose Profile, then 'Add/Edit credit card'.



Check your name is correct – it should be as it appears on the card. Then select your Payment Type (Visa / Mastercard etc.)



Log Out | Help | Safety Advice | Search

**PayPal**

How would you like to pay for your purchases? Secure

Payment Type: Select Card

Billing Address: Your House Number  
Your Street  
Your Town  
POST / ZIP CODE  
C88026

Continue Back

Go to My Account

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The address field is pre-filled. Make sure it is correct, INCLUDING THE POST CODE and IS THE EXACT ADDRESS THAT MATCHES THIS CARD. This is important otherwise your transactions may be denied.



Log Out | Help | Safety Advice | Search

**PayPal**

How would you like to pay for your purchases? Secure

Debit or credit card number

Payment Type: VisaDelta/Electron

Expiry date: --Month-- --Year--

Billing Address: Your House Number  
Your Street  
Your Town  
POST or ZIP CODE  
Change

Continue Back

Go to My Account

- Enter the card details, including the CSC (Sometimes called the CCV or CVD, this is the 3-digit Card Security Code on the back of your card. This is normally on, or to the right of, the signature strip).
- Then click 'Continue'...
- Next Paypal will ask what you want to do next.



- Click on "Go To My Account". Congratulations you have linked your credit/debit card. It will now be used as a source of funds for payments.



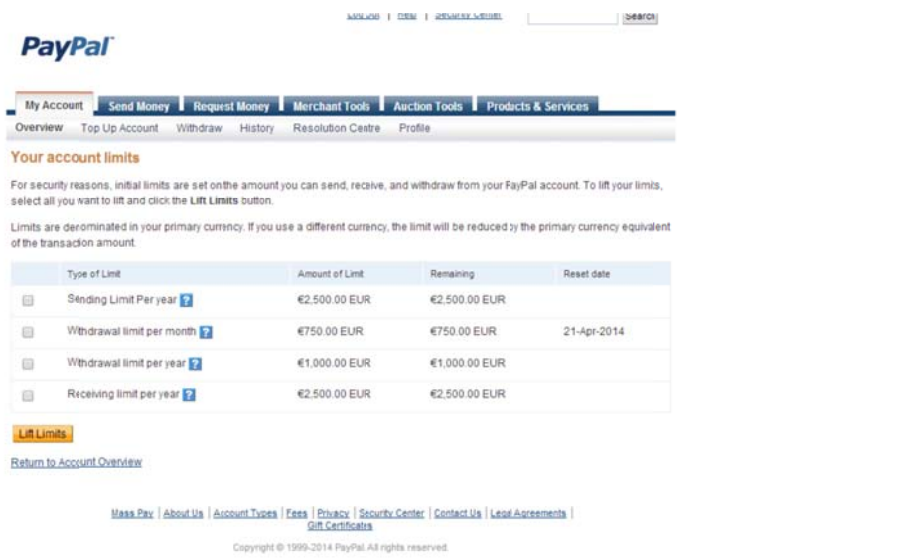
## 8. Compliance – Lifting Limits

Account holders expecting to send or to receive €2500 into their PayPal account (in total) within a year of receiving their first payment. Account holders will receive advance notification if limits are close to being reached.

This section must be completed in order for PayPal to comply with EU anti-money laundering and ‘Know Your Customer’ regulations. This action is taken to ensure that both PayPal and our customers remain compliant with all necessary European regulations.

PayPal are required to collect and verify additional information about account holders. Failure to comply means that your account will be restricted and the functionality will be limited (for example, you won’t be able to withdraw funds and clubs may not be able to pay to you) until all information is received if you haven’t yet reached the limit then action your compliance by clicking on the View Limits as highlighted below

This will display the following screen, please tick all of the type of limit boxes and then choose lift limits. Then follow the instructions provided.



**PayPal**

My Account | Send Money | Request Money | Merchant Tools | Auction Tools | Products & Services

Overview | Top Up Account | Withdraw | History | Resolution Centre | Profile

### Your account limits

For security reasons, initial limits are set on the amount you can send, receive, and withdraw from your PayPal account. To lift your limits, select all you want to lift and click the **Lift Limits** button.

Limits are denominated in your primary currency. If you use a different currency, the limit will be reduced by the primary currency equivalent of the transaction amount.

Type of Limit	Amount of Limit	Remaining	Reset date
<input type="checkbox"/> Sending Limit Per year	€2,500.00 EUR	€2,500.00 EUR	
<input type="checkbox"/> Withdrawal limit per month	€750.00 EUR	€750.00 EUR	21-Apr-2014
<input type="checkbox"/> Withdrawal limit per year	€1,000.00 EUR	€1,000.00 EUR	
<input type="checkbox"/> Receiving limit per year	€2,500.00 EUR	€2,500.00 EUR	

**Lift Limits**

[Return to Account Overview](#)

[Mass Pay](#) | [About Us](#) | [Account Types](#) | [Fees](#) | [Privacy](#) | [Security Center](#) | [Contact Us](#) | [Legal Agreements](#) | [Gift Certificates](#)

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You will then be asked to complete a number of steps to lift your limits.

- If you have missed out information during the set up process you will be informed what is missing, e.g. bank account, business information.
- You will be asked to include additional information such as Letter of Authority and Proof of Identity (see Appendix). This is a standard form and related to businesses as a whole and therefore the information requested is not directly comparable to your club.

- For the letter of authority you will need to include information relating to an authorised signatory for the club. PayPal recognises that we will not necessarily be able to link the signatory to public records relating to the club.
- Please include the names, dates of birth and confirmation that Proof of Identity is included, of the individuals that will be accessing the account on behalf of the club.
- All clubs should also include the Camogie Memorandum of Association which is the Camogie Association Official Guide. This can be downloaded at <http://www.camogie.ie/official-rules-of-camogie-association.asp>.

To send these documents to PayPal you can choose to either Fax or Upload the items.

- To Fax, please use the number and instructions provided to send the documents to PayPal.
- To Upload the documents, a scan or picture of the documents needs to be saved as a file on your computer. Choose the option to upload the documents and the following screen will appear:

### Upload File(s) to PayPal

**Step 1:** Select the file you want to upload.

**Step 2:** Click **Attach File**.

**Step 3:** After you've attached your files, click **Send Files to PayPal**.

[Learn more about](#)

uploading files to PayPal

**Attachments (0)**

- No new files have been attached -

Free Space: 4,950.00 kb

---

**Attach a File**

File:

only files with the extensions .gif, .jpg and .png are allowed

File Title:

e.g., "top view" or "first page of refund notice"

Type of Evidence:

File Description:

(optional)

60 characters left

- Click Browse and locate the file on your computer. Then add a name to the file and a short description e.g, 'Bill' 'Evidence of Address'.
- Then click Attach this File. This will send the file to PayPal for review.
- The process of review can take a few days however you can call PayPal and they can review and process your compliance as soon as they receive your documents.



Information supplied as part of the registration process is not shared with any third parties. PayPal takes the security of your data seriously and takes extensive measures to ensure accounts remain secure.

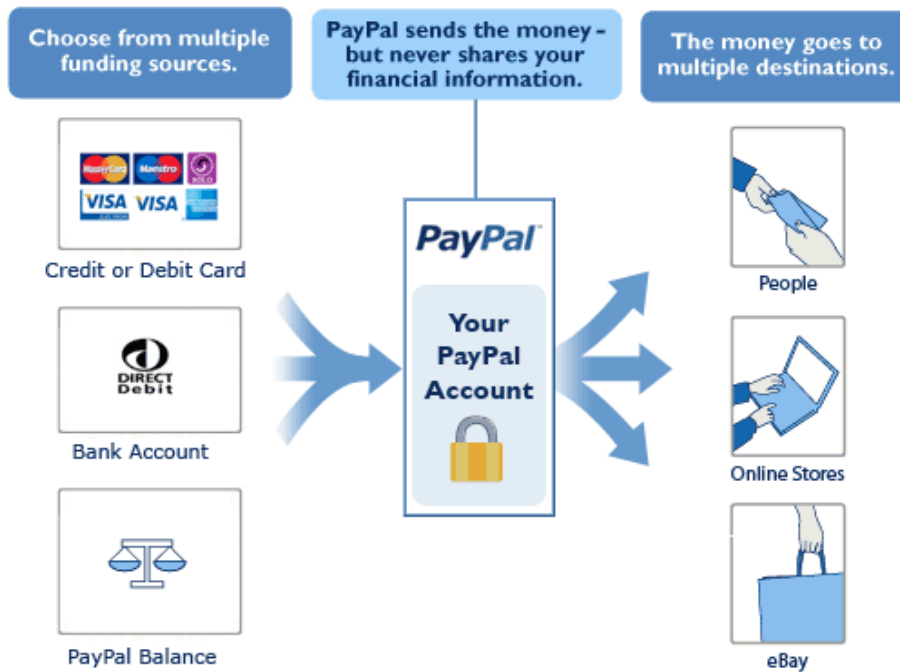




## 9. Making Payments with PayPal

PayPal acts as your online wallet and can use the instruments that you have added as part of the set up and verification process. There are three options for how to fund your PayPal account.

- Balance
- Credit & Debit Card
- Bank Funded (currently only available in UK)



### a. Balance

Your PayPal balance is similar to a current account and can be used in the same manner you can transfer funds to your Paypal account from your bank account in a similar way to how you move funds between your savings account and your current account.

You can also use your PayPal account to collect funds from your players that also have a PayPal account.

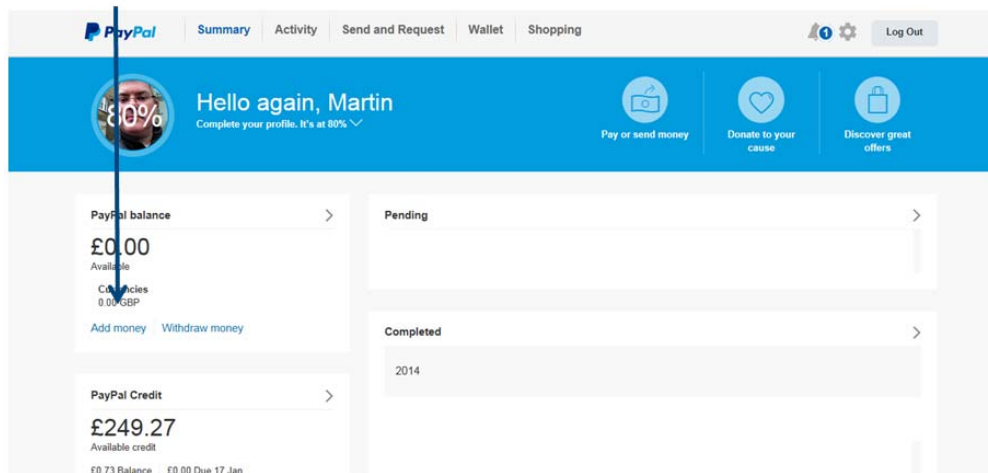
Once you have a balance in PayPal any payments processed via Paypal will be deducted from your Paypal balance.

**IMPORTANT NOTE:**

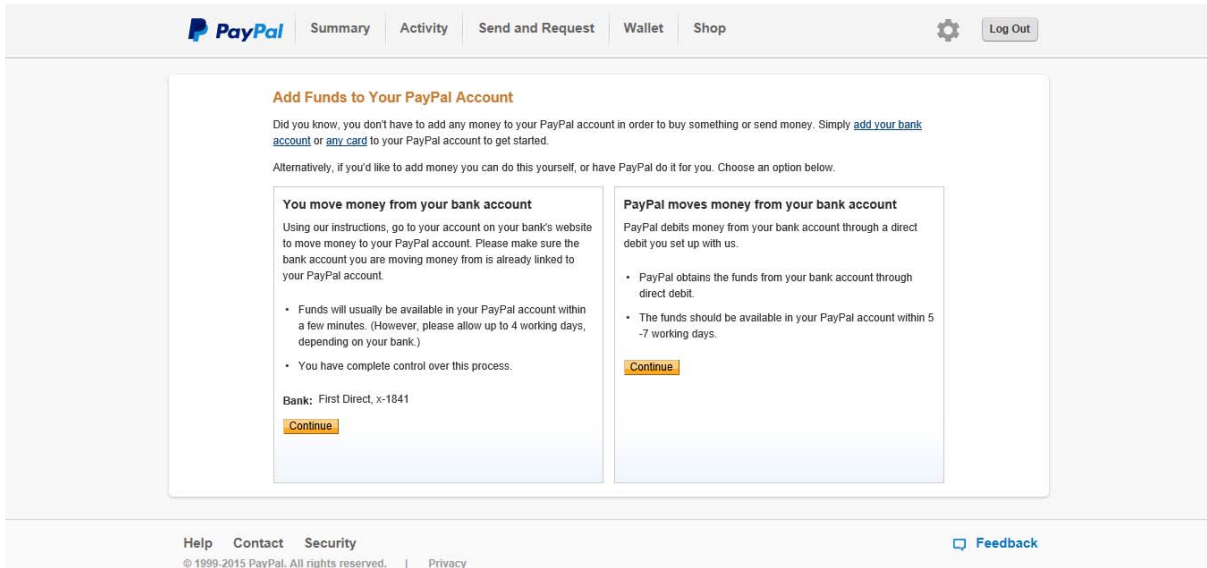
Any Irish based club that does not add a credit or debit card will need to top your PayPal account balance by transferring funds from your club bank account.

- Choose the **Top Up Account** option which can be seen on your home screen

Select 'Add Money'.



- Select 'PayPal moves money from your bank account'.



**Add Funds to Your PayPal Account**

Did you know, you don't have to add any money to your PayPal account in order to buy something or send money. Simply [add your bank account](#) or [any card](#) to your PayPal account to get started.

Alternatively, if you'd like to add money you can do this yourself, or have PayPal do it for you. Choose an option below.

**You move money from your bank account**

Using our instructions, go to your account on your bank's website to move money to your PayPal account. Please make sure the bank account you are moving money from is already linked to your PayPal account.

- Funds will usually be available in your PayPal account within a few minutes. (However, please allow up to 4 working days, depending on your bank.)
- You have complete control over this process.

Bank: First Direct, x-1841

[Continue](#)

**PayPal moves money from your bank account**

PayPal debits money from your bank account through a direct debit you set up with us.

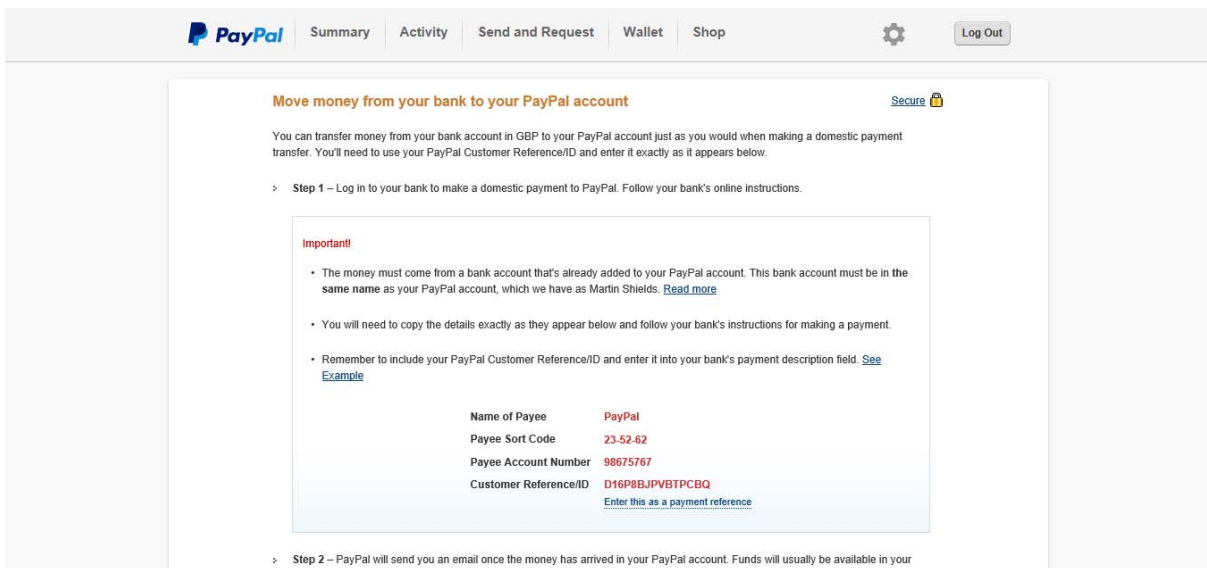
- PayPal obtains the funds from your bank account through direct debit.
- The funds should be available in your PayPal account within 5 -7 working days.

[Continue](#)

Help Contact Security [Feedback](#)

© 1999-2015 PayPal. All rights reserved. | Privacy

- You will then be provided the relevant bank details and reference codes that will allow you to send money from your bank account to your PayPal account.



**Move money from your bank to your PayPal account** Secure

You can transfer money from your bank account in GBP to your PayPal account just as you would when making a domestic payment transfer. You'll need to use your PayPal Customer Reference/ID and enter it exactly as it appears below.

> **Step 1** – Log in to your bank to make a domestic payment to PayPal. Follow your bank's online instructions.

**Important!**

- The money must come from a bank account that's already added to your PayPal account. This bank account must be in the same name as your PayPal account, which we have as Martin Shields. [Read more](#)
- You will need to copy the details exactly as they appear below and follow your bank's instructions for making a payment.
- Remember to include your PayPal Customer Reference/ID and enter it into your bank's payment description field. [See Example](#)

Name of Payee	PayPal
Payee Sort Code	23-52-62
Payee Account Number	98675767
Customer Reference/ID	D16P8BJPVBTPCBQ

[Enter this as a payment reference](#)

> **Step 2** – PayPal will send you an email once the money has arrived in your PayPal account. Funds will usually be available in your

These instructions tell your bank where to send the money and must be provided to your bank along with the amount that you want to transfer. There are three options available on how you provide this information to the bank.

It depends on what access you have to your bank account; Online Access, Telephone Access, or if you have neither of these then you need to use the Counter services at your local branch.

Please make sure the bank account you are moving money from is already linked to your PayPal account (see important information below).

- Option 1 If you have **Online banking** access:  
Log on to your bank account and navigate to the section where you make bank transfers to other accounts. You will be asked to provide details of the account to whom you are making the transfer. These can all be found in the Bank Instruction (see above). You will also need to know how much you want to transfer. If you have transferred money to other accounts in the past, then the process will be exactly the same. If you are unsure as to how to process a bank transfer, please contact your bank for guidance. The funds will arrive in your account within 1-2 days. Some banks may have instant transfers and the money will be available immediately.
- Option 2 If you have **Telephone banking** access:  
Phone your telephone banking service and tell them you want to make a transfer. You will be asked to provide details of the account to whom you are making the transfer. These can all be found in the Bank Instruction (see above). You will also need to know how much you want to transfer.

The funds will arrive in your account within 1-2 days. Some banks may have instant transfers and the money will be available immediately.

- Option 3 Visit your **local branch**:  
You can provide the instructions to your local branch and they can process the transfer for you. This is the same as a normal bank transfer and you may incur a fee (at your own risk). Funds will usually be available in your PayPal account within 2 days however depending on your bank it may take up to 4 days. Please don't choose same day transfer if a fee is associated with it if you bank with Bank of Ireland.

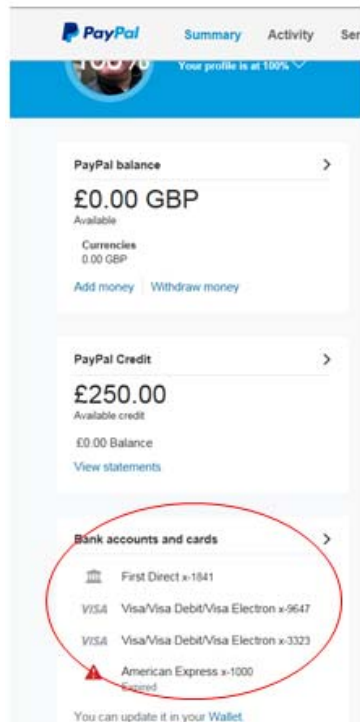
## b. Credit & Debit Card

If you plan to use a credit or debit card to fund your payments and have not added one as part of the verification process you can now add a card from within your account summary.

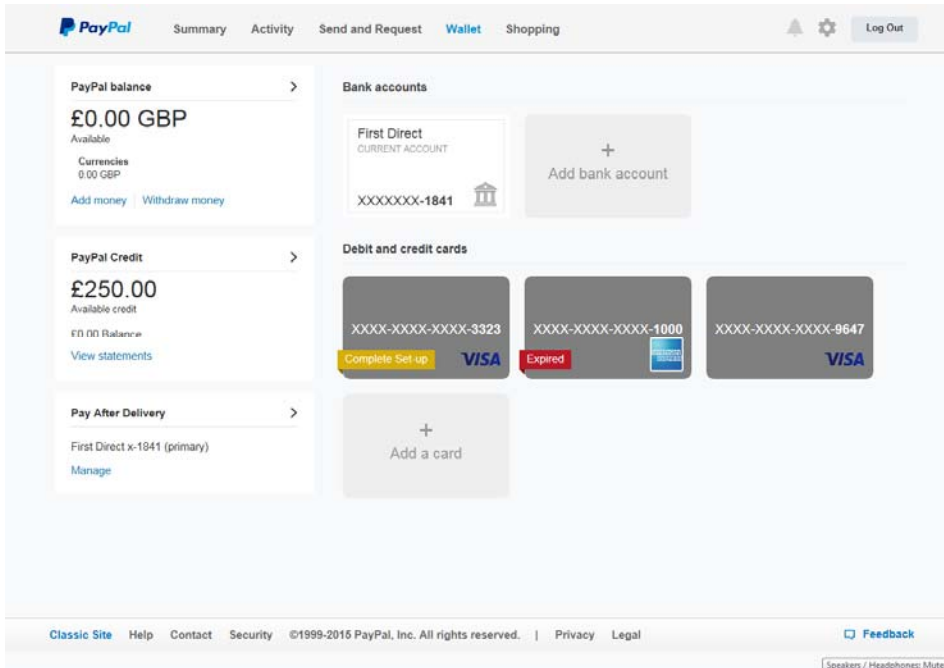
- Log on to your PayPal account.



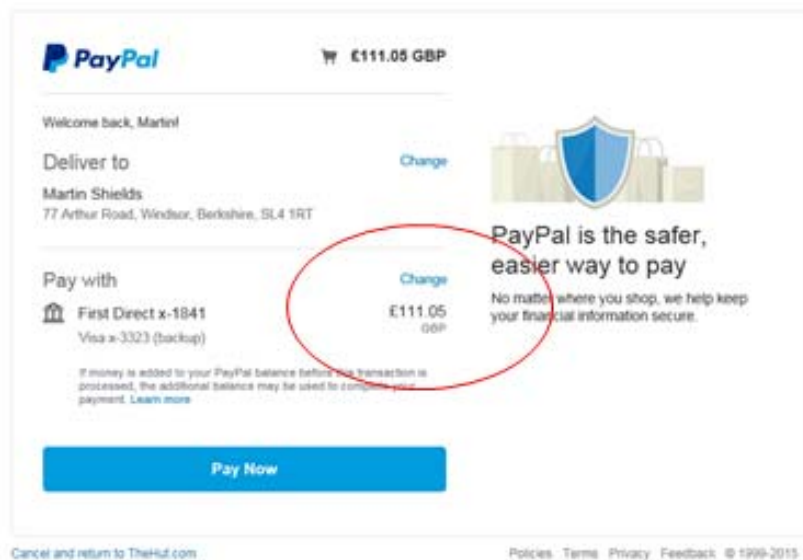
- In the summary screen you can see all of your financial instruments on the left of your home page.
- Click on 'Bank accounts and cards'



- From this screen you can manage the payments instruments, adding new or deleting old.



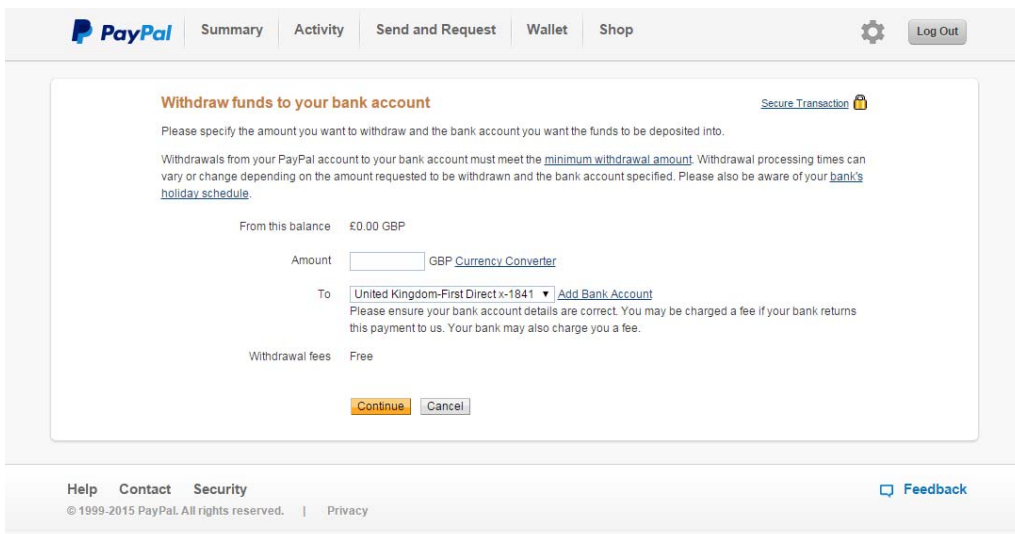
- Once you have added your credit or debit card, and have initiated a transaction and have logged in to your PayPal account, you will be able to change the funding method for each transaction at the confirmation screen.



### c. Bank Funded

Bank funding is currently only available for UK PayPal accounts. As part of the adding bank account process, PayPal will ask UK account holders to complete a Direct Debit instruction.

Selecting bank funding at the point of confirming your transaction will initiate a direct debit withdrawal from the bank account attached to your account. This allows PayPal to automatically remove the funds from your bank account via direct debit.

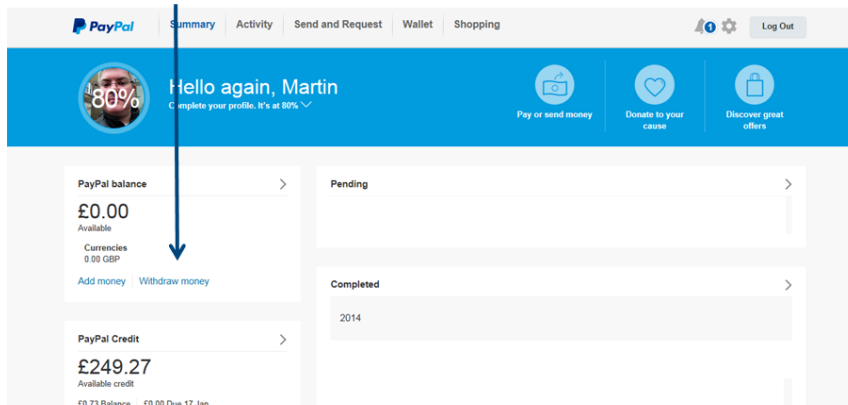


The screenshot shows the PayPal interface for withdrawing funds to a bank account. At the top, there is a navigation bar with the PayPal logo and links for Summary, Activity, Send and Request, Wallet, and Shop. A settings gear icon and a Log Out button are also present. The main content area is titled "Withdraw funds to your bank account" and includes a "Secure Transaction" lock icon. Below the title, there is a message asking the user to specify the amount and bank account. A note states that withdrawals must meet the minimum withdrawal amount and that processing times can vary. The form includes a "From this balance" field showing £0.00 GBP, an "Amount" input field with a "GBP Currency Converter" link, and a "To" dropdown menu currently set to "United Kingdom-First Direct x-1841" with an "Add Bank Account" link. A warning message below the dropdown asks the user to ensure their bank account details are correct. The "Withdrawal fees" are listed as "Free". At the bottom of the form are "Continue" and "Cancel" buttons. The footer contains links for Help, Contact, Security, and Feedback, along with the copyright notice "© 1999-2015 PayPal. All rights reserved." and a "Privacy" link.

## 10. Withdrawing Funds From You PayPal Account

- To withdraw funds from your PayPal account, open your PayPal account.
- From your account summary page select 'Withdraw money'.

Select 'Withdraw Money'.



- Enter the amount to be withdrawn.
- Confirm that the correct bank account is selected.
- Select continue.
- Withdrawing funds from your PayPal account to your bank will normally take 1 – 2 working days.



## 11. Appendix – Letter of Authority



### **CONFIRMING AUTHORISATION AND IDENTIFICATION**

PayPal (Europe) Sàrl & Cie, SCA (PayPal) is a regulated financial institution and must comply with laws for the prevention of money laundering. Those laws require us to confirm the identity and authorisation of persons who have access to your company's account.

We must receive that confirmation before your company's account can be activated. We can then lift the limits that would otherwise apply to a new account so that your usage will be unimpeded. The form that follows this cover sheet assists in providing us the confirmation we are required to receive.

Your PayPal account includes a feature that lets you set up separate users for the account and limit what they can do. For example, you can create a user named "Mary" or "Auditor" and allow that person just read-only access to your account. To utilise this feature, log in to your account, click on 'Profile', and then click on 'Manage users'. You may wish to set up users before completing this form; users who have read-only access need not be listed on the form and are not required to provide a photo ID.

Please complete the form on the next page by doing the following:

- **Fill in the blanks.** All of the blanks are mandatory.
- **Print the form on headed letter paper of your club where possible.**
- **Have the form signed by an authorised signatory for your club.** Where possible PayPal will attempt to verify from publicly available sources (such as Companies House) that the signatory associated to the club.
- **Attach a photocopy of a photo ID for each user listed on the form** except read-only users. A photo ID is any governmentally issued identification document that includes a photo of the identified person. A passport or driver's licence are photo IDs.
- **Return the form and attached photocopies to PayPal.** Please send it to the person who asked you to complete this form. If you are unsure who that is, please send it to your sales representative or account manager. You can send it electronically if you scan it to a PDF document and email it to us.

Thank you very much indeed for your cooperation.

*You can discard this cover sheet after you have completed the form, which follows.*



Attn: PayPal Underwriting Team

Primary email address:

To whom it may concern:

The undersigned company (the Company) confirms that the following persons are authorised to access and use the Company's PayPal account and that the information provided for them is accurate:

Operative's Name (Mandatory)	Date of Birth (Mandatory)	Photo ID provided (Mandatory)
1.		
2.		
3.		
4.		
5.		

The Company acknowledges its responsibility for the acts and omissions of the persons whom the Company authorises or enables to use the Company's PayPal account.

*Full name of the Company:* \_\_\_\_\_

*Signature by a director of the Company:* \_\_\_\_\_

*Name of the person who signed above (please print):* \_\_\_\_\_

*Title of the person who signed above:* \_\_\_\_\_

*Date of signature:* \_\_\_\_\_

