



PAYMENT FOR EVENTS

EVENT TOOLS for CHAPTERS/NETWORKS	EVENTBRITE PREMIUM FEES		
	FREE EVENTS	PAID EVENTS	
Eventbrite Premium (unlimited ticket types, customizable checkout forms, 24/7 support, etc.)	\$0	TRANSACTION FEES \$.99/transaction + 2% of face value	CREDIT CARD PROCESSING FEES Approx. 2.75%
Note: The Texas Exes Association pays for a Premium Eventbrite Account for all Active Chapters and Networks. Connect with the Chapters and Networks Department for your login credentials.			

Compared to Other Eventbrite packages

Eventbrite Essentials	\$0	\$.79 + 2% of face value	If any Chapters/Networks have this version, the price appears lower but has limited options such as: cannot do free multiple ticket types, 24/7 hour support not offered, custom event registration forms not included, etc. We encourage all C/Ns to use the Association's EB account.
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Eventbrite Payouts

All Chapter/Network event registration funds received from Eventbrite are first sent to Texas Exes Accounting directly from Eventbrite 7 days after an event ends. **It is critically important that the 'Edit payment option' linked to the Association's banking information found on the event Dashboard does not change as the funds must first be sent directly to Texas Exes Accounting for all Chapters/Networks to properly receive their event payouts.** Once your event has concluded and Eventbrite completes the payout, funds will be automatically stored in a Chapter/Network "Event Exchange"/"holding" account until the Chapter/Network tells us otherwise.

Eventbrite Payout Options:

- 1) Direct Deposit into Texas Exes Scholarship/Operating Account
 - Chapters/Networks have the option for all event funds to be deposited directly into their Texas Exes scholarship account or operating account.
- 2) Direct Deposit into Local Chapter/Network Bank Account
 - Chapters/Networks that created their event in Eventbrite have the option for event funds to be deposited directly into their Local Bank Account via Direct Deposit*.
- 3) Pay an invoice
 - The Texas Exes Association can use the Eventbrite revenue to pay an event invoice on behalf of the chapter/network. This requires some coordination, so please request this option timely.

How to Request Payouts:

1. Email Chapters & Networks Department Staff with payout option and supporting documents.
 - a. Eventbrite payouts are initiated by the Chapter/Network once an event has concluded. *For larger events, there are options to receive the event funds prior to the final Eventbrite payout.*

***Note:** To receive funds through ACH transfer, Chapters/Networks will also need to submit a Direct Deposit form with the Chapter/Network bank account information, routing number, and account number to Chapters and Networks Department staff. We will not issue Chapter/Network event payouts to Chapter/Networks Leader personal checking accounts.

Additionally, we cannot payout any scholarship donations received through Eventbrite/other Association payment method. All donations must be deposited to the Chapter/Network's Texas Exes Scholarship Account to honor donor intent.