

Before You Start – Stripe Connection Checklist

Before connecting your golf club's Stripe account to the Rental Manager, please make sure you have the following ready:

Club & Business Information

- ☐ Official club name (as registered with authorities)
- ☐ Business address
- ☐ VAT number or company registration number

Contact Information

- ☐ A club or finance email address (not a personal one)
- ☐ Access to this email for at least two trusted people
- ☐ Mobile phone number (preferably a club or finance department phone)

Bank Details

- ☐ IBAN / account number for the club's official bank account
- ☐ Confirmed with finance which account should receive Stripe payouts

Security & Access

- ☐ Decide who in the club will be the Stripe account holder (usually a treasurer, finance officer, or director)
- ☐ A safe place to store your Stripe password
- ☐ A safe place to store backup codes (for login if you lose your phone)
- ☐ Access to a shared password manager or secure file if multiple admins need access

Internal Checks

- ☐ Contact the finance department before starting:
 - Confirm whether an existing Stripe account already exists for the club
 - Confirm the correct details for VAT, bank accounts, and responsible person
- ☐ Decide who will monitor payouts and handle disputes in Stripe

Final Preparation

- ☐ Plan to make a test transaction (e.g. £1) after connecting, to ensure everything works
- ☐ Inform your finance team once the setup is complete

☒ When all boxes are ticked, you are ready to click Connect to Stripe and follow the steps in the setup guide.