

Eventbrite Information Sheet

Setting up an Eventbrite account for a Humber event

To set-up an Eventbrite account for a Humber event, please email financial.reporting@humber.ca to request set-up and provide the following information:

- ✓ Event name
- ✓ Event date and time (Starting and Ending)
- ✓ Email addresses of users who need access to manage the website event

Eventbrite Processing & Services Fees

Please be advised that all paid ticketed events will be subject to processing and service fees, as follows:

- Eventbrite Service Fee: 3.5% + C\$0.60
- Max. Eventbrite Service Fee: C\$19.95
- Eventbrite Payment Processing Fee: 2.5%
- Supported Payment Methods: Visa, MasterCard, American Express

HST

Paid ticketed events are subject to HST, as stipulated by the CRA. Guidelines are available on the [CRA website](#). Note that Humber College's tax ID is: 10749 7273 RT0001.

Revenue Processing

Eventbrite will process the payout (net of service and processing fees) 4-5 business days after the event ends and can take up to 7 days to show up in Humber's bank account. In order to process the journal entry, please submit a **signed copy** of the payout summary report with the FOAP(s) to which the revenue must be recorded to: treasury@humber.ca. A signed copy provides us assurance that you agree with the funds collected and being paid out by Eventbrite.

How to add a refund policy to your event listing:

- Create a new event or manage an existing event
- Create a paid ticket(s)
- Choose a refund policy
- Save your changes
- *Please note: You can't set or change a refund policy after publishing your event, but if you haven't sold any tickets yet, you can unpublished your event to add a policy*

Steps for generating Payout Summary Report

- Go to your Manage Page.
- Go to Orders (under Manage Attendees).
- Select "Download event invoice."



- Your event invoice will be available as a PDF file.
- For more details, please visit: https://www.eventbrite.ca/support/articles/en_US/How_To/how-to-see-all-of-your-event-s-financial-information-with-event-invoices?lg=en_CA

For any other questions, please email financial.reporting@humber.ca for assistance.