

## GUIDANCE FOR SETTING UP ELECTRONIC PAYMENT OF SUBSCRIPTIONS TO HDAS



**NOTE:** Members can continue to pay annual subscriptions by cash or cheque as before.

### DIRECT METHODS OF PAYMENTS

Members and applicants can make direct payments to the HDAS Bank Account by –

1. A single payment by **Bank Transfer**.
2. A regular annual payment by **Standing Order**.
3. A payment using **PayPal**.

### PAYEE DETAILS

Name of Bank	Lloyds Bank.
Name of organisation you are paying	HDAS
Payment reference	SUBS + Name + Membership No. (For example – SUBS John Smith 23 or SUBS Smith family 78)
Account Number	03869680
Sort Code	30-94-43

### PAYMENT DETAILS

Individual member	£12-00
Joint member	£18-00
Introductory member	£ 2-50

### HOW TO DO IT

When you receive the next renewal of subscriptions notice from the HDAS Treasurer –

1. Members using **Internet Banking** can find instructions and blank forms to fill in directly on your bank's website. This can be for a one off payment or to set up a standing order.
2. Members not using Internet Banking can get a Standing Order application form from your bank.
3. Members using **PayPal** should follow the normal PayPal procedures for making a payment.

### NEW APPLICANTS FOR MEMBERSHIP

Once an application form has been completed and submitted to the HDAS, the above methods can be used to make a first payment, but the membership number will not be issued until the payment is made.

.....