

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 PAYMENT⁵

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**.

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.

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.

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