

## PAYMENT OPTIONS

*The below explains what options are available for paying membership / renewal fees. Payment should accompany a copy of the **BAICE Membership / Renewal Application Form** and be returned to the **Membership Secretary**.*

### **Standing Order Mandate**

This option is the **preferred** method of payment. Please complete the lower half of the BAICE Membership / Renewal Application Form. The complete bank branch address is essential. We will send an instruction letter and the mandate to your bank. An original signature must be included on the membership form, the bank will not accept an electronic (typed) or scanned signature, please return your form by post.

### **Personal Cheque in Pounds Sterling**

This option is accepted. Please make the cheque out to *BAICE*.

### **Institutional Cheque in Pounds Sterling**

This option is accepted. Please make the cheque out to *BAICE*. However, please ensure that information regarding who the payment is for is enclosed (we sometimes receive institutional cheques with no indication as to which individual it is covering). Alternatively, it is easier for us if you write a personal cheque and then claim reimbursement from your institution.

### **Bank Draft in Pounds Sterling**

This option is accepted. Please make the bank draft out to *BAICE*.

### **UK Bank Transfer / Wire**

This option is accepted. Please include your surname, initials, year payment is intended for and membership type (see below for key) in the electronic transfer reference. ***This is very important as we will not otherwise be able to link electronic payments received to individual memberships.*** Example Reference for full membership for 2011 for Jane Anthony= **Anthony,J2011FM**.

### **International Bank Transfer / Wire**

This option is accepted as long as you instruct your bank to send payment in pounds sterling and to charge *all* banking fees from both banks to you. **If you have any questions or cannot meet these terms you must contact the **Treasurer** prior to sending payment.** Please include your surname, initials, year payment is intended for and membership type (see below for key) in the electronic transfer reference. ***This is very important as we will not otherwise be able to link electronic payments received to individual memberships.*** Example Reference for full membership for 2011 for Jane Anthony= **Anthony,J2011FM**. Please see below for bank details.

### **Personal / Institutional Cheque in Currencies Other than Pound Sterling**

This option is accepted as a last resort if no other payment method is available. Please email the **Treasurer** to confirm that the rate is acceptable and will cover commission expenses. Please make the cheque out to *BAICE*.

### **Cash**

This option should be used only when in person with the **Membership Secretary**. Please do not send cash through the post. We cannot be responsible for missing cash payments.

### **Credit and Debit Cards and Pay Pal**

These options are unavailable. BAICE is insufficiently large as an organisation to offer card payment as an option. We have investigated this option on numerous occasions and the associated costs for the Association are prohibitive.



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### **Contact Information:**

#### **Membership Secretary**

Dr. Julia Paulson  
[Membership@BAICE.ac.uk](mailto:Membership@BAICE.ac.uk)

#### **Treasurer**

Malcolm Mercer  
[Malcolm.Mercer@BAICE.ac.uk](mailto:Malcolm.Mercer@BAICE.ac.uk)

### **Membership Type Key for Electronic Payments**

**FM:** Full Member, **SM:** Student Member, **AM:** Associate Member, **RM:** Retired Member

### **Banking Information:**

**Account name:** BAICE  
**Bank:** National Westminster (NatWest) Bank Plc  
**Branch:** Chester Branch  
33 Eastgate Street  
Chester CH1 1LG

#### **United Kingdom Transfer Details:**

Acct #: 79801757  
Sort Code: 60-40-08

#### **International Transfer Details:**

BIC: NWBK GB 2L  
IBAN: GB02 NWBK 6040 0879 8017 57