

2020 --- 2021

# Lanark & District U3A

## Membership Enrolment Form



**A separate form should be completed for each person.**

|                 |  |               |                  |
|-----------------|--|---------------|------------------|
| Use:            | Please Return the completed form to the Address at the bottom of the form. |               |                  |
| Name            | First Name   | Surname       |                  |
|                 |  |               |                  |
| Address         |  |               | <u>Post Code</u> |
|                 |  |               |                  |
| Contact Numbers | Telephone Number   | Mobile Number |                  |
|                 |  |               |                  |
| E-mail address  |  |               |                  |

To save administration costs, EMAIL is used to inform 'Lanark & District U3A' members for communications.  
If we cannot communicate with you by Email, please advise your preference.

1. No communications wanted.     
  2. Text to a Mobile     
  3. Send communications by Post  
 4. Send to another Email Address →

An additional amount of £3 is payable to assist with the cost of sending communications by Post

### Emergency Contact      Who should be contacted in the event of an emergency arising?

| Name | Telephone Number | Mobile Number |
|------|------------------|---------------|
|      |                  |               |

**Associate Membership.**      If you pay your FULL subscription to another U3A, please state which one.

(A reduced subscription is applicable if this is the case.)

### Membership Subscription Fees

The fee covers the subscription period 1<sup>st</sup> September until the 31<sup>st</sup> August of the following year.

|  |  |
|--|--|
| <b>ANNUAL Membership Subscription fee</b><br><b>£13 or £16</b> if communications are by Post | <b>ASSOCIATE Member fee</b><br><b>£5 or £8</b> if communications are by Post |
|--|--|

(The fee includes approx. £8 paid to the National U3A for public liability insurance, administration and support services.)  
(Associate membership is ONLY available if you pay the FULL membership fee to another U3A)

Details on how to make the payment are printed on either the next page or on the *reverse of the form*.

**Please indicate:**

- 1. Method of payment used**     
  Cheque     
  BACS – Bank Transfer  
**2. How will the payment be made.**     
  Post     
  Electronically     
  At a Meeting

### **Please enrol me as a member of Lanark & District U3A**

I agree to abide by the guiding principles of the U3A movement and to the inclusion of my details in the Lanark & District U3A database which will be kept confidential and used for administrative purposes only and in accordance with current data privacy legislation.

Name/ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return the completed form to our Membership Secretary, by email, post or in person at a General Meeting.

Post to: Lanark & District U3A, 13 Douglas Street, Carluke, ML8 5BH

Email: [jamiesonharryg@yahoo.co.uk](mailto:jamiesonharryg@yahoo.co.uk)

**Membership Subscriptions Fee. - Payment instructions.**

As indicated there are several ways in which your subscription fee can be paid.

**CHEQUE.**

- a. Cheques should be made payable to **Lanark & District U3A.**
- b. Please write your **Full Name** on the rear of the Cheque.

The Cheque along with the completed Membership form can be sent by Post, to the address at the bottom of the form, or they can be handed in at a general meeting.

**BACS – BANK TRANSFER.**

**If using this method of payment please ensure you have completed the BACS payment box.**

The Bank details for payment by BANK Transfer are:

|               |                                |             |                 |
|---------------|--------------------------------|-------------|-----------------|
| Bank Name:    | <b>Royal Bank of Scotland</b>  | Sort Code:  | <b>83 18 02</b> |
| Account Name: | <b>Lanark and District U3A</b> | Account No: | <b>00184243</b> |

In the **REFERENCE** field could you please enter the following. (See example 1 below.)

- a. Enter **SUB** as the **first digits** in the reference field.
- b. **FIRST initial** of your **Christian Name.**
- c. Your **SURNAME.**

If the reference field doesn't allow entry of the full information as above then please enter as much as you can in the order given above. (See example 2 below.)

Example 1. **SUB G McDougall**

Example 2. **SUB G McDoug**

Should you have any queries or problems about using BACS please contact the treasurer.

|            |                              |
|------------|------------------------------|
| Name:      | <b>George McDougall</b>      |
| Email:     | <b>georgemcd59@gmail.com</b> |
| Telephone: | <b>01555 664012</b>          |
| Mobile:    | <b>07968 400635</b>          |

The completed Membership form can either be returned by email, post or handed in at a meeting.

**CASH**

As we may not be able to have a meeting in the near future we will not be able to collect cash, so if you don't want to pay by cheque or bank transfer, then you can pay by cash/cheque/visa over the counter at the Royal Bank of Scotland, High St, Lanark directly into the Lanark & District U3A Bank Account.

If you do pay by cash ensure that you:

1. Use the details as given for **BACS Bank Transfer** above. (Sort Code, Account, Reference.)
2. Ensure that you give the Bank the correct Reference details.
3. Advise the Treasurer that you have paid your fee and amount paid. (Contact details above)
4. Advise the Membership Secretary that you have done so and return the completed form.

Return the completed form to our Membership Secretary, by email, post or in person at a General Meeting.

Post to: Lanark & District U3A, 13 Douglas Street, Carluke, ML8 5BH

Email: [jamiesonharryg@yahoo.co.uk](mailto:jamiesonharryg@yahoo.co.uk)