



Natural Sciences Collections Association

Promoting the Care and Use of Natural Sciences Collections
registered charity 1098156

Ways to pay your NatSCA Sub

All payments must be in £GBP. Sub forms, standing order forms and ways to pay document are all available for download from the website or by emailing membership@natsca.org

1. Paying by cheque (or cash)

This has been the traditional way to pay where a membership form is downloaded and returned to the membership secretary along with a cheque (normally) though some members, **at their own risk**, have enclosed cash.

2. Electronic bank transfer

NatSCA bank details are supplied (please email membership@natsca.org to request) and members transfer their sub, referencing it with their name. Please make the reference in the form SURNAME FORENAME 2015 NATSCA – sometime the bank truncates the reference so it is important your name is first. This must be actioned each year. We also request that a membership form is completed and returned to the membership secretary to help us keep track of who has paid what. This is suitable for foreign payments but please do check that your bank will not levy charges on such a transaction.

3. Standing orders

A standing order mandate form is available which the member fills in and takes to their bank (or now if you bank online, you can set it up directly). This will pay out automatically each year without you having to remember to action it. If the sub fees change you will have to update the instruction with your bank. Also, you will, if you cease membership, have to remember to cancel it. Please return a membership form if you do this, marking it to say you have set up a standing order.

4. Paypal - new from 2014

a. If you are an existing member and want to change to pay by Paypal, please email the membership secretary for your unique renewal link - this prevents a duplicate entry in the database. You have a chance to update your details as part of the Paypal process. Once you are in the Paypal system you will automatically get a reminder email each year with your own renewal link in it.

b. If you are a new member, then you go to the NatSCA website to the Paypal facility

<http://www.natsca.org/membership>

Select the right category of membership for yourself and complete the online process. Your details are forwarded automatically to our database and you will receive a receipt from Paypal. Paypal charges a small fee per transaction. Suitable for foreign payments.

5. Institutional subscription

a. For existing members, numbered paper invoices are issued each year. Banking details can be supplied to set up BACS payments. You may also pay your sub via Paypal – please contact membership@natsca.org for your unique renewal link.

b. For new institutional members, similar to personal members, you may pay by Paypal or by downloading forms from the website and returning with payment to the membership secretary. Contact membership@natsca.org if you require a formal invoice to be generated.