

## Hagley and Stourbridge Beekeepers' Association Membership renewal 2017.

Read these instructions to understand the two ways you can join HSBKA in 2017

### **TO COMPLETE THE MEMBERSHIP FORM ELECTRONICALLY**

Download and save the 2017 Membership Form.

At the top of the form click ENABLE EDITING

Save the form to somewhere on your computer where you can get it back, such as your documents. The form is called "2017\_membership\_form"

Fill the form with your details.

Don't worry if your text is too long to fit in a box as the full text will still be there and we can recover it.

Now fill in your membership requirements, Gift Aid and disease notification options.

Press F12 to save the file. It will help us greatly if you can use **your surname** and **last 3 characters of your postcode** as the filename.

Email the form to [paul.benet@hotmail.co.uk](mailto:paul.benet@hotmail.co.uk)

Your membership will not take effect until we receive payment, so

### **TO MAKE YOUR PAYMENT**

If you wish you can still send a cheque with your surname and postcode written on the reverse, please see the address at the foot of these instructions.

**But preferably**, use online banking to make a payment

Name of Recipient **HSBKA**

Sort Code **30 91 22**

Account number **00622446**

Reference **Your surname plus last 3 characters of your postcode**

Please check these details **VERY** carefully when setting up your payment.

We will be receiving many payments for the same total amount and need to be able to allocate your payment to your membership. You should quote a reference of **your surname** followed by **the last 3 characters of your postcode**.

**If you use online banking we will email you a confirmation that your payment has been received. If you do not receive confirmation within 7 days please get in touch.**

### **TO COMPLETE THE FORM MANUALLY**

Download the manual version of the form.

Print it off and fill it in.

Send the form and a cheque with your surname and postcode written on the reverse to:

**Paul Bennett,**

**5 Montpellier Gardens**

**Dudley**

DY1 2UQ.