

Llandrindod Wells and District u3a

Membership Application Form v0.11 10/2021



Please read the accompanying notes section before completing this form. If completing this form on paper, please print clearly. If you have any questions please contact the Membership Secretary, Janice Horne. Email janice@u3a-llandrindod.org.uk or phone 01597 840479

Your name and contact details *This information is required*

Title Mr Mrs Ms Dr Other title:

Forenames

Surname

Preferred forename *(will be used when we contact you)*

Address

Postcode

Phone no.

Mobile no.

Email

Data Protection Consent May we use your contact information to keep you informed of u3a activities?
 Yes No

Membership Fees Choose the appropriate rate. *(See the Notes section for more information.)*

Joining between 1st March and 31st August

- Normal annual fee of £25.00
- Reduced annual fee of £15.00 for members of another u3a

Joining between 1st September and 28th February

- Part year fee of £12.50
- Part year reduced fee of £8.00 for members of another u3a

If you are applying for a reduced fee as a member of another u3a, please tell us which u3a and provide your member reference (if one is issued to you).

u3a

Member ref

Payment method

We encourage all members to pay their membership fee by standing order. This is convenient for you, saves us time and helps keep our fees low by avoiding having to process renewal reminders. Details of payment methods are given in the notes section below.

I will pay for my membership by:

- Standing Order
- One-off Bank Transfer Payment (BACS)
- One-off payment by cheque or cash

Other member at your address

This information is required

Do you have a spouse or partner living at the same address who is also a member of Llandrindod and District u3a (or also applying to join)? If so, please provide their full name:

Name:

Declaration

This information is required

I wish to join Llandrindod u3a and agree to abide by the constitution.

Date

Signature*

** when submitting your application electronically please just type your name.*

Your age

This information is optional

- under 50
- 51-60
- 61-70
- 71-80
- 80+

Making your application

- In Person** Please bring your completed Application Form, Gift Aid declaration and payment (if paying by cash or cheque) to our monthly meeting. Meetings are held in the Metropole Hotel on the second Monday of each month. Please arrive at 10:00am to allow plenty of time to process your application before the meeting starts at 10:30am.
- By Post** You can post your your Application Form and Gift Aid declaration together with your payment (if paying by cheque) to the membership secretary. Send to: Mrs Janice Horne (u3a), 1 School Meadow, Llanbister LD1 6TN
- By Email** Please email your application form to the Membership Secretary, Mrs Janice Horne. Email janice@u3a-llandrindod.org.uk
Please either post your signed Gift Aid Declaration to the above address or bring it along to the next u3a monthly meeting.

Checklist

- Have you read through the notes that accompany this application form?
- Have you answered all the questions?
- Have you completed the Gift Aid Declaration?
- Have you set up a standing order payment or sent the standing order instruction to your bank?

Notes on completing the application form

Completing this form on your computer

You can either fill in the answers on your computer, or you can print out this document and fill it in the traditional way. It helps us avoid misreading your answers if you can use your computer.

If you are having difficulties ...

If you are able to view the form on your computer but unable to type your information into the form you probably need to use a different software application.

Adobe Acrobat Reader is available for Mac and Windows computers. If you download the form to your computer and then open the form using Acrobat Reader you should be able to complete the form and save the filled form as a new PDF document.

The Google Chrome web browser also lets you fill in PDF forms so try using Chrome instead of your usual web browser. When using Chrome, you can save the completed form by choosing Print and then setting the print Destination to "Save as PDF".

It is not necessary to fill in the form on your computer. You can just print out the form and complete it by hand. If you do so, please write clearly, taking particular care that your email address is legible.

If you are unable to print the form, please contact us and we will get a printed form to you.

Membership fees

Membership fees are payable annually and become due on the 1st March.

We offer a reduced subscription where you are a member of another u3a which is already paying capitation fees to the u3a Trust and arranging for your copy of the "Third Age Matters" newsletter.

If you apply for membership more than half way through our financial year (after 1st September) we offer a discounted rate.

Payment methods

Standing order to your bank

You can set up a standing order using your online banking facilities by scheduling a payment on the 1st March each year. Payments should be made to:

Account number:	11416014
Bank Sort Code:	40 30 05
Bank Name:	HSBC
Account Name:	Llandrindod Wells u3a Lecture Account
Reference:	u3a membership

You can instead complete the Standing Order instruction provided with this application form and post or take it to your bank.

Note: If you are joining after September 1st you should make a one-off payment to cover your membership fee for the remainder of the current year and arrange your standing order payment at the full annual rate for subsequent years.

One off bank transfer payment (BACS)

Please make your payment using the bank details provided above.

Cheque or cash

Cheques should be made payable to **Llandrindod Wells and District u3a**

You can pay by cheque or cash at any of our monthly meetings.

We strongly advise you do not send cash by post.

Gift Aid

Llandrindod Wells and District u3a is a charitable body and can reclaim the tax element of your membership fee. Please complete the Gift Aid Declaration. Gift Aid helps keep our membership fees low, so we ask all members who are tax payers to complete this declaration.

Note: The Gift Aid form requires a signature, so if you are sending your application by email please either bring your completed Gift Aid form to the next monthly meeting or post it to the Membership Secretary at the above address.

Data protection

The information you provide to Llandrindod Wells and District u3a on this application form will be used for membership administration and in the realisation of the objectives of the organisation. We may use your contact information to keep you informed of our activities or to let you know of other events closely related to the objectives of the organisation and to provide access to member-only features of our website.

Your personal details will not be supplied to an outside agency or party with the following exceptions:

- we will provide your name and address to the Third Age Trust for you to receive the "Third Age Matters" magazine by direct mail;
- we will provide information to HMRC in order for us to claim via the Gift Aid Scheme;
- in the event of the organisation merging with another u3a, or establishing another separate local u3a, we will transfer your membership information to the new organisation.

Eligibility for membership

There is no age limitation (young or old!) on joining Llandrindod Wells and District u3a.

However it is a condition of membership that that you are no longer in full time employment.

A copy of the constitution is available on our website, www.u3a-llandrindod.org.uk

Gift Aid Declaration

The Gift Aid scheme allows Llandrindod Wells and District u3a, as a registered charity, to reclaim income tax and/or capital gains tax on the subscriptions paid by those members who pay one or more of these taxes.

If you are a tax-payer, please sign this declaration as it provides us with a worthwhile increase in our income without affecting what you pay. For couples, the whole joint subscription is eligible but the person who pays the tax should sign this form.

I want my membership fee to be treated as Gift Aid by Llandrindod Wells and District u3a.

Please reclaim tax on my membership fee and all future payments until I inform you of my changed circumstances.

I confirm that I pay income and/or capital gains tax greater than the tax that Llandrindod Wells and District u3a would reclaim through the Gift Aid scheme.

Full Name

Signature

Date

Address

Post Code

If applying for membership by post, please include this form with your completed application.

If emailing your application, please post this page to the Membership Secretary, or bring it along to the next u3a monthly meeting.

Please notify us if your circumstances change such that you no longer pay sufficient tax to qualify for Gift Aid.

Standing Order Instruction

Instructions to your Bank/Building Society for payment by Standing Order

Name of your Bank or Building Society

Address

Sort Code

Please can you set up a standing order on my account.

Please pay: HSBC Bank, Llandrindod Wells, sort code 40 30 05

the sum of £ now (*delete if not applicable*)

and the sum of £ on the 1st March annually

for the credit of account number 11416014 in the name of
Llandrindod Wells u3a Lecture Account

This supersedes all previous mandates in favour of Llandrindod Wells u3a Lecture Account

Your Account Name

Your Account Number

Account Holder's Signature

Date

Please complete and post or take this form to your Bank or Building Society.

If you are able to do so, you may also set up a Standing Order instruction using your online banking service.