

# RICHMOND UPON THAMES UNIVERSITY OF THE THIRD AGE

Registered Charity No: 1012343

## MEMBERSHIP RENEWAL FORM 2019-20

### YOUR DETAILS

Member 1 (only fill in Email, Telephone, Address, Postcode if they have changed since you last informed us)

Name (Mandatory)	Membership number (Mandatory)
Email**	Telephone
Address	
Postcode	

Member 2 (at same address as member 1) – ignore if not applicable

Name (Mandatory)	Membership number (Mandatory)
Email**	Telephone

\*\*To reduce costs, the committee will communicate with you via email where available.

### Membership Fees

<input type="checkbox"/> One member (£15.00 pa.) 1 <sup>st</sup> September – 31 <sup>st</sup> August	<input type="checkbox"/> Two members – same address (£25.00 pa.) 1 <sup>st</sup> September – 31 <sup>st</sup> August
These fees include a £3.50 membership fee paid to our national organisation, the Third Age Trust, which provides a wide range of services and benefits, including liability insurance cover. We aim to process your renewal quickly but please allow up to 30 days for responses.	
Membership fees are payable by (please tick one):	
<input type="checkbox"/> Bank transfer to 40-52-40 00009400	<input type="checkbox"/> Cheque to 'Richmond upon Thames U3A'
<input type="checkbox"/> Bank Standing Order (see page 3)	

Please send this form and payment to:

**JOHN CARDWELL, 52 ESSEX COURT, STATION ROAD, LONDON, SW13 0ER**

### TERMS AND CONDITIONS OF MEMBERSHIP

All members must:

- Abide by the Principles of the U3A movement.
- Always act in the best interests of the U3A and never do anything to bring the U3A into disrepute.
- Abide by the terms and conditions of the constitution.
- Treat fellow members with respect and courtesy at all times.
- Comply with and support the decisions of the elected committee.
- Advise the committee of any change in your personal details.
- Abide by the Member Code of Conduct.

I/We apply for renewal of membership of Richmond-upon-Thames U3A and confirm that I/We will abide by the terms of membership as stated above. I/We confirm that I/We have completed the form myself/ourselves. I/We will make full payment of fees due as soon as is reasonably practicable.

Signed

Dated

Please turn over

## GIFT AID DECLARATION

Gift Aid means that if you pay income or capital gains tax, we can reclaim from the Government an amount equal to a quarter of your membership subscription. Please tick, sign and date the Gift Aid Declaration box if you qualify

<input type="checkbox"/> I would like Richmond-upon-Thames U3A to reclaim the tax on any donations or membership subscriptions that I make. I confirm that I am a UK taxpayer and pay tax at least equal to any tax reclaimed.	
Signed	Dated

### RICHMOND U3A NEWSLETTERS (January, April and August) – tick only ONE of these boxes:

- I wish to receive Newsletters via email or e-link.
- I wish to receive printed Newsletters delivered to my address.

## PRIVACY STATEMENT

Richmond-upon-Thames U3A processes member information so that we can keep you informed about events, groups and activities as part of your membership. Richmond-upon-Thames U3A's lawful basis for collecting this information is legitimate interest/contract. In processing your information Richmond-upon-Thames U3A will:

- Store it securely.
- Use it to communicate with you as a U3A member.
- Share your information with group leaders/conveners for those groups that you are a member of.
- Send you general information about the Third Age Trust (national organisation to which U3As are affiliated.)

Are you happy to be added to the direct mailing list for the Third Age Trust magazines – Third Age Matters and Sources? If so, please tick the box below:

- I consent to my name and address being shared with the company who distribute the Trust Magazines.

Please be advised that you can request for your data not to be used for any of the purposes above including direct postal mailing of Third Age Trust magazines at any time by contacting: [davidewood80@gmail.com](mailto:davidewood80@gmail.com) or 07756 492 057.

### For internal use:

Received	Paid	Logged	Membership Number/s
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**Please see next page for Standing Order**

## Standing Order Instruction

This instruction replaces any existing standing order instruction whose subject is Richmond-upon-Thames U3A membership. This standing order can be cancelled at any time by informing your bank.

To the Manager of (Bank) \_\_\_\_\_

Address of Bank \_\_\_\_\_

Sort Code \_\_\_\_\_

Account No \_\_\_\_\_

Name on my Account \_\_\_\_\_

Payment Reference \_\_\_\_\_ (Your U3A Membership Number)

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Please pay £ \_\_\_\_\_ yearly to: Richmond-upon-Thames U3A.

Date of 1st payment \_\_\_\_\_ or as soon as possible afterwards.

In successive years please pay £ \_\_\_\_\_ yearly on the 1st September.

Name of Bank: **CAF Bank Ltd.**

Address: **25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ**

Sort Code: **40-52-40** Account No: **00009400**

Account Name: **Richmond upon Thames U3A**

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

The annual subscription of £15 (£25 for joint membership) runs from 1<sup>st</sup> September until 31<sup>st</sup> August the following year.

## Notes on Renewal of U3A Membership – 2019-2020

Your membership of the Richmond-upon-Thames U3A is due for renewal on 1<sup>st</sup> September 2019. Above you will find the Membership Renewal form (and a Standing Order Instruction) which we would ask you to complete, and return to the Treasurer, John Cardwell, as soon as possible (accompanied by your payment, if paying by cheque).

Please do NOT return the Standing Order Instruction. If using this method of payment, take it to your bank.

If you paid your 2018/19 subscription by Standing Order, your SO Instruction should still be in force, so you do not need to resubmit it.

### Joint Membership

If you and your partner are both members of the U3A living at the same address, you may, if you have not already done so, wish to switch to Joint Membership. This gives you an annual saving of £5 as compared to two single subscriptions, i.e. £25 as opposed to £30.

As Joint Members, you will have full membership rights, and will each receive your own membership card. But you will only receive a single copy of the various Richmond and National U3A publications. These will be addressed to the person whose name appears first on the Renewal form. Email communications will still be sent to both members provided each has supplied a distinct email address.

### Gift Aid Declaration

If you pay Income or Capital Gains Tax (however small), we can reclaim from the Government an amount equal to 25% of your annual membership fee. Please tick, sign and date the Gift Aid Declaration box if you qualify.

### Payment Amount

The annual subscription remains the same as last year: £15 for single membership; £25 for Joint Membership.

### Payment Method

You may pay your subscription in one of three ways:

- 1) **By cheque:** made payable to Richmond-upon-Thames U3A
- 2) **By Standing Order through your bank:** you can either complete the Standing Order instruction which forms part of the Membership Renewal form and take it to your bank. Alternatively, if you use on-line banking, most banks will allow you to set up a Standing Order yourself using their on-line banking facilities
- 3) **By Direct Credit (Electronic Funds Transfer):** if you use on-line banking over the Internet, you can pay your subscription directly into our bank account. The account details of the Richmond-upon-Thames U3A bank account are shown on the Membership Renewal form. When setting up the payment, please use your 3 or 4-digit membership number as the Payment Reference or Payee Reference. If you do not know this, please use your post code.