

# Llandrindod Wells and District U3A Membership Application Form



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, Roger Malvern. Email [roger@u3a-llandrindod.org.uk](mailto:roger@u3a-llandrindod.org.uk) or phone 01597 823806

## Your name *required*

Title  Mr  Mrs  Ms  Dr Other title (*please write in*)

Forenames

Surname

Preferred forename

*If you don't state a preference we'll use your first forename when contacting you.*

## Your contact details *required*

Address

Postcode

Phone no.

Mobile no.

Email

Are you able to view and print documents that we send to you via email?

Yes  Can view but not print  No

## Emergency contact information *optional*

Please provide the name and phone number of a person we should contact in the event of accident, medical or other emergency.

Name

Phone no.

Mobile no.

Please provide any special medical or personal information you would want an emergency care provider to know:

## About you

optional

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

Do you have any disability or mobility problems that may require help when taking part in our activities?

What is your primary occupation, or was your primary occupation before retirement?

What are your main hobbies and interests?

Are there any of our current interest groups that you are considering joining?

*We will pass your contact information to the interest group leaders and ask them to get in touch. You are also welcome to contact the group leaders directly using the email contact addresses given on our website.*

Are there any new interest groups that you would like to see established?

*Please indicate if you would be able to help set up any new groups you suggest.*

## Membership fee

required

Choose the appropriate membership rate. (See the Notes section for information.)

Joining between 1<sup>st</sup> March and 31<sup>st</sup> August

- Normal annual fee of £25.00  
 Reduced annual fee of £19.00 for members of another U3A

Joining between 1<sup>st</sup> September and 28<sup>th</sup> February

- Part year fee of £12.50  
 Part year reduced fee of £10.00 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 methods

*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

Do you have a spouse or partner living at the same address who is also a member of Llandrindod Wells and District U3A (or also applying to join)? If so, please provide their full name:

Name:

## Making your application

### In person at a monthly Meeting

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 except for August when there is no monthly meeting. 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: Roger Malvern(U3A)  
Acorn House, 4 Rock House Court  
Llandrindod Wells  
LD1 6AX

### By email

Please email your application form to the Membership Secretary, Roger Malvern.

Email [roger@u3a-llandrindod.org.uk](mailto:roger@u3a-llandrindod.org.uk)

Please either post your 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 you 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 different 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 case of emergency we may provide relevant information to the the person you have listed as your emergency contact;
- 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.

# 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

.....

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 1<sup>st</sup> 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.*