

Guidelines for making payments to the U3A via Online Banking

The joining instructions for each event published in the Newsletter or via an email will specify which **sort code and account number to pay**. It will then specify an **activity code** to be followed by your **surname** which you must include in the **REFERENCE** you submit to online banking. An example is shown below:

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The **ACTIVITY CODE** identifies which event you are paying for. This should be followed by a **SPACE** and then your **SURNAME**, or as many characters of this as you are allowed. For most banks the reference allows a total of 18 characters. The example shows an Activity Code of XMAS, which is a payment by me for the Christmas lunch. For other activities XMAS would be replaced with ART1, THEATRE, TEA or whichever other code you are asked to use. Note for Outings we usually use a short code like F4 rather than the actual destination such as WISLEY as it saves space.

If you want to pay for more than one event please make separate payments, do NOT try and combine them into one.

If you follow these rules we will always be able to allocate payments to the correct organiser.

Note however it is also important to make sure you contact the ORGANISER to register for an event and tell them you are paying via BACS or they will not allocate you a place.

David Brimlow
Treasurer