

North American Guild of Change Ringers E-Payment Transaction Guide

Payment via PayPal

Step 1. Complete the Membership Renewal Form(s) (or if you are a new member the Membership Application Form). Determine how much you are to pay to the Guild from the schedule of dues and fees on the form(s).

Step 2. Total the amount you wish to pay, multiply it by 1.03 (If in Canada or elsewhere not in the U.S.A multiply it by 1.041). Take the result and add \$0.31. See Example below for a sample calculation.

Step 3. Log on to your PayPal account at <https://www.paypal.com/login>

Step 4. Select “Pay or Send Money”.

Step 5. Select “Pay for Goods or Services”

Step 6. In the box “Email or mobile number” enter **membership@nagcr.org**

Step 7. In the box “Amount” enter the amount calculated above in Step 2.

Step 8. Click “Next”

Step 9. Under “You’re Paying With” select your method of payment. Under “Note” state what and whom you are paying for. For example “Dues for Jack Smith plus one Guild Pin.”

Step 10. Promptly email or postal mail your completed membership form to the Membership Secretary. Email to **membership@nagcr.org**. The postal mailing address is on the form.

Example:

Let’s say your dues are \$20.00 and you are also paying \$10.00 for an additional member of your household. Your total is \$30.00.

$\$30.00 \times 1.03 = \30.90 (If in Canada or elsewhere not in the U.S.A: $\$30.00 \times 1.041 = \31.23)

$\$30.90 + \$0.31 = \$31.21$ (If in Canada or elsewhere not in the U.S.A: $\$31.23 + \$0.31 = \$31.54$)

You will pay the Guild \$31.21 (or if in Canada or elsewhere not in the U.S.A \$31.54). PayPal will extract its fees and the net coming to the Guild will be \$30.00.

Please note that all PayPal transactions will be in US dollars. If your home currency is other than USD, currency conversion charge-backs - if any - will be done by PayPal.

Remember, PayPal e-payments for dues and subscriptions are payable to the Guild at membership@nagcr.org