



## Instructions for paying your subs

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There are several ways you can pay your annual BRMFC membership subscription. They are listed here in order of preference which makes the burden of collecting subs easier on the Secretary and Treasurer.

1. Pay your fees by direct deposit using your financial institution's online facilities. The club's bank account details are included on the payment form. It's actually easier than it sounds.
  - a. Download the payment form.
  - b. Transfer the required amount into the club's account.
  - c. Fill the form in electronically using the instructions further on.
  - d. Enter your transaction receipt on the form in the space provided.
  - e. After the form has been filled in email it to the secretary and treasurer.
2. Pay your fees by direct deposit using your financial institution's online facilities, print the form and fill it in and hand or post to the secretary.
3. Fill out the form using a printed copy from the web site or one from the supply at the field and together with the prescribed fees post or hand to the secretary.

### How to fill in the form electronically

(Assumes Adobe Reader X or later.)

1. Click on the link *Membership Payment* form on the [Membership](#) page.
2. After the PDF form downloads and displays in your browser save it to your desktop. If you don't see the Save button right click inside the form and select *Text or Signature* on the popup menu. That will display the Adobe Reader toolbar, click the *Save* button and save to your desktop.
3. Open the form just saved to your desktop by double clicking on it.
4. Click the *Sign* toolbar command.
5. Fill in all your details on the form (this enables your current details to be checked against the club database). Make sure the date is also filled in. Check the fee you are paying and enter the amount – the total down below will be filled in automatically.
6. Enter your direct deposit receipt from your financial institution in the space provided.
7. When finished click *Done Signing*. It will save another copy to your desktop with *-signed* tacked on to the file name. You don't need to use *Adobe EchoSign*, when prompted click *Not Now*. The form cannot be re-edited so make sure it is correct before saving.
8. Click the *Email* button on the toolbar, then the *Attach* button located in the right hand panel. It should open a new email message with the filled in PDF form attached.
9. Enter [secretary@brmfc.org.au](mailto:secretary@brmfc.org.au) and [treasurer@brmfc.org.au](mailto:treasurer@brmfc.org.au) as the recipients. For the *subject* enter: **BRMFC 2012/13 Subs**