

## NOTES FOR APPLICATIONS FOR A REDUCTION IN SUBSCRIPTION

Membership renewal invoices are dispatched in November, become due on 1 January following and cover that calendar year.

When applying for a reduction in your membership fee or notifying the Institute of a change in your circumstances, it is important to include the date the change took effect. This enables a prompt and accurate assessment of your application.

### 2012 Membership Fees

Full Member	£285.00
Life Membership (one-off fee)	£285.00
Career Break Member	£142.50
Part-time Working Member	£142.50
Retired Member	£45.00
Unemployed/Low income	£71.25

### Payment of Membership Fees

Membership Fees can be paid by:

**Credit Card** – Membership fees can be paid by credit or debit card on-line via the CIPFA shop at <http://secure.cipfa.org.uk>. Alternatively, payments can be taken over the telephone by contacting the Member and Student Operations department on 020 7543 5665 Monday to Friday 9am to 5pm.

**On-line/Telephone Banking** – Please quote the membership invoice number and make payment to Lloyds TSB Bank Plc, Account No. 00786252, Sort Code 30-92-32, quoting the account name 'CIPFA'.

**Direct Debit** – Two methods of payment are available at no additional charge. Annual payment (January) or six monthly payments (January to June). For full details and a mandate visit 'My Membership' within the CIPFA Learning Centre.

If you already pay your membership fee by direct debit you need do nothing. When we confirm your change in membership fee the communication will advise you of the revised schedule for collecting your membership fee.

**Cheque** – This must be in sterling and quote the account number and invoice number on the reverse. These numbers appear towards the top right corner of the membership invoice.