



IRISH TRANSLATORS' & INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ AGUS TEANGAIRÍ NA HÉIREANN

Payment of ITIA Membership Subscription

Subscriptions may be paid in any of the following ways:

- **Payment by bank transfer / Banking OnLine (ITIA Preferred method):** you can do this through any bank or Internet banking. See below for ITIA bank details.

IMPORTANT: Please make sure that you write your full name in the Payment Reference field of your transfer form. This is essential in order to ensure that we are able to trace who the payment is from. Most banks do not pass on the name of the account holder who makes the payment. They only forward the text quoted in the Reference field. If you do not quote your name as reference, your name will **NOT** appear with your payment and we will not know who the payment is from. If you have any doubt or questions please email the ITIA treasurer at the e-mail address below.

IMPORTANT - Bank of Ireland customers: some members have reported that it is not possible to specify a Payment Reference when making an online transfer. It would appear that you can only enter a Reference when setting up / adding a new Beneficiary. Therefore, unless you specify your name as the reference when you initially set up the ITIA payment, your name will **NOT** appear with the payment (the name of the payer account is not passed on to the Beneficiary account). In this case, please set up a new payment or email the ITIA treasurer with your payment details after you made the payment.

- **Payment by cheque** drawn on an Irish bank made out to "Irish Translators' and Interpreters' Association" and remitted to Honorary Treasurer, ITIA, Irish Writers' Centre, 19 Parnell Square, Dublin 1. Alternatively, they can be lodged at any AIB branch (see below). Please write the member's name and membership category on the back of the cheque.

IMPORTANT: If you manually lodge your **cheque** or **cash** directly at an AIB branch, **make sure** you state your name in the 'Narrative' space at the bottom of the lodgement slip (DO NOT put "Membership subscription" / "fee", etc.). Otherwise we will not know who the payment came from, as AIB does not forward the 'Paid in by' name.

Cheques in euro drawn on a bank within the eurozone and sterling cheques are accepted but should include an extra payment of 5 euro/pounds sterling to cover bank charges.

- **Payment by postal order** drawn on An Post or payment by international or national bank draft drawn on an Irish Bank. Please ensure the order/draft is made out to "Irish Translators' and Interpreters' Association" and your name appears on the order/draft.
- **Payment by standing order.** Please see http://translatorsassociation.ie/component/option,com_docman/task,cat_view/gid,11/Itemid,16/ for form.
- **Payment by credit card via PayPal.** This facility is now available via the ITIA website at: <http://translatorsassociation.ie/content/view/34/59/>. Simply follow the instructions.

Bank and ITIA account details:

Branch address:	AIB, Church Road, Greystones, Co. Wicklow
Account Name:	Irish Translators' and Interpreters' Association
Account Number:	11369024
Bank Sort Code:	93-35-54
BIC/Swift Address:	AIBKIE2D
IBAN:	IE01 AIBK 9335 5411 3690 24

For further information please contact the Honorary Treasurer at: treasurer@translatorsassociation.ie

(1 May 2010)