



# 2012 REDUCED SUBSCRIPTION CLAIM FORM

# HOW TO PAY

## You may be entitled to pay a reduced subscription fee if your gross income falls below the threshold (£19,040)

Gross income includes your own salary/wages, state benefits, private insurance, child benefit, pensions, interest or dividends received from investments and any other income. **You could be asked to provide evidence.**

Please consult the table below.

Membership class	Gross income from all sources during the 12 months ended 31 December 2011					Started maternity leave during 2011	Attending an RTPI accredited course on 1 Jan 2012
	below over	£19,040	£14,251	£7,001	£1,000		
Fellow / Chartered (MRTPI) / Legal member	EU	£225	£146	£73	£50	£50	
	Non-EU	£146	£95	£62	£50	£50	
Associate / International Associate / Technical member		£100	£85	£50	£50	£50	
Affiliate member		£67	£50	£50	£50	£50	
RTPI Student member / Licentiate / Graduate			£50	£50	£50	£50	£50

NOTES

- EU rates apply to members resident within the EU, the Isle of Man, the Channel Islands and Gibraltar.
- Free membership is available (by application) to students in the final academic year of an RTPI accredited course.

### Instructions:

This form needs to be completed for each year in which you may be eligible to pay a reduced subscription. If you already have a Direct Debit instruction in place, please return this form by 5 December 2011, with no additional payment

**Step 1:** If you are paying, or would like to pay, your subscription by Direct Debit please tick this box

**Step 2:** Enter your 2012 subscription here (as shown on your personal subscription notice) before any reduction you wish to claim £

**Step 3:** In the table above, circle the reduced subscription rate which applies to your personal circumstances and enter this amount here £

**Step 4:** When sending your payment please ensure that you add any arrears and late payment charges (as shown on your personal subscription notice) to your reduced subscription as these are still payable

**Step 5:** Send this form and payment (cheques payable to RTPI) to:  
**Subscriptions Team, Royal Town Planning Institute, PO Box 2390, London EC3R 8WA**

### DECLARATION (you must complete this section if you are claiming a reduced subscription)

*I declare that I am eligible to claim the reduced subscription indicated in Step 3 and that this reflects my current circumstances. I am aware that I could be asked by RTPI to provide evidence to support this reduced fee. I will inform RTPI if there is any change in my circumstances.*

Signed ..... Date .....

Name (IN CAPITALS) ..... Member No. ....

## There are significant benefits to RTPI and its members if you pay by:

### DIRECT DEBIT

If you have a Direct Debit arrangement in place with RTPI then you need to take no further action.

To set up a new Direct Debit arrangement for your subscription, please return the instruction form overleaf completed to the Subscriptions Team by Monday 5 December 2011. Please note that you must use a bank or building society account which is within the UK bank clearing system. You may opt to pay annually (on or shortly after 1 January) or quarterly (on or shortly after 1 January, April, July and October).

### CREDIT OR DEBIT CARD

You may pay your subscription by card online at [www.rtpi.biz](http://www.rtpi.biz). RTPI uses PayPal to collect on-line payments ~ you do not need a PayPal account to make payment.

Alternatively, please contact the Subscriptions Team by telephone, letter, fax or email with your card number, expiry date, card security code (last 3 digits on the signature strip) and the card holder's name as it appears on the card. If you are paying by debit card you will need to provide the "Valid From" date and issue number. The Subscriptions Team can accept payment only from Mastercard, Visa Credit card, Visa Debit card and UK Maestro cards.

If you reside outside the UK bank clearing system, you may pay your subscription quarterly (January, April, July, October) by credit card. Please contact the Subscriptions Team. You will need to request this each year if you wish to pay on this basis.

## You may also pay by:

### BANK

Please complete the bank giro section on your subscription notice and take it to a bank in the UK with your cash or cheque made payable to the "Royal Town Planning Institute". You may incur charges if you use a branch of a bank other than your own or other than HSBC Bank PLC.

### POST

Send the bank giro credit section on your subscription notice together with a cheque/postal order made payable to "Royal Town Planning Institute" to the address at the top of the page.

### ONLINE BANKING

Please quote your membership number, surname and initial, in that order, when providing a reference for payment. The account details you need are:

**Bank account name:** RTPI Internet Account  
**Sort code:** 40-03-15  
**Account number:** 11408798

This service is for individual members only and may not be used by employers or sponsors.

### BACS

If your employer wishes to pay by BACS please ask them to contact the Subscriptions Team to request details. The bank account details on the bank giro credit section of your subscription notice MUST NOT be used for BACS payments as these are not for an RTPI bank account.

### PAYMENTS FROM OUTSIDE THE UK

To pay by bank transfer please contact the Subscriptions Team to obtain RTPI's bank details for this payment method. Please note that only the net amount received by RTPI, after deduction of any bank charges, is credited to your subscription account. Any shortfall may result in reminders being sent and late payment charges added to your account.

### CONTACTING THE SUBSCRIPTIONS TEAM

**Telephone:** +44 (0) 20 7929 9463 **By Fax:** +44 (0) 20 7929 8196 **Email:** [subscriptions@rtpi.org.uk](mailto:subscriptions@rtpi.org.uk)  
**Post:** Subscriptions Team, Royal Town Planning Institute, PO Box 2390, London EC3R 8WA