

## Payment via the Society PayPal Account



If you wish to use this facility you must have an existing account with PayPal, or set up an account with them. This is a simple procedure: visit their website at [www.paypal.com](http://www.paypal.com)

Members can use this service to pay for any of the Society's goods or services (membership, subscriptions, visits, sales, etc). Payments can be funded either directly from bank accounts or through credit cards registered with PayPal.

To make a payment simply log-on to your account and select SEND MONEY. In the first box please enter our PayPal e-mail address which is:

ricardianfunds@yahoo.co.uk

and indicate whether the payment is for services/other or goods.

Enter the amount (always the pounds sterling amount minus the £ sign) and specify currency as GBP sterling.

As with credit card payments, we have to pass on a 5% surcharge for this service, and this should be added to the total. For example, a copy of "The Royal Funerals" costs £13.00 including postage and packing. Adding the 5% surcharge (£0.65) will bring the final total to £13.65. Please note for sales, the surcharge is on the total order, not per item.

Press the CONTINUE button and the information already entered is confirmed.

Select your payment method.

Finally please complete the MESSAGE TO RECIPIENT. This is **very important** as it is the only way the Treasurer can identify the payment. In the subject box please type the name of your contact within the Society regarding the payment:

Membership	Wendy Moorhen
Sales	Sally Empson
Back-issues	Judith Ridley
Visit & Events	The organiser as specified in the Bulletin

Finally, in the message box, please state what service you are paying for, e.g. purchase of "Good King Richard", or subscription (including category), the event or visit you wish to attend, etc, and then end with your name and email address.

Please note that paying by PayPal does not replace using the usual renewal, booking or sales forms. These should still be sent to the relevant officer who will then be aware of your requirements and which can be actioned once your payment has been received and identified. Failure to provide full information with your PayPal transaction will cause delays to goods and services being provided.