

## INFORMATION ABOUT FEE PAYMENTS

### PAYROLL DEDUCTION PAYMENT

If changing school, you need to sign a new Authority for us to send to your new school to start payroll deduction there. We will send you this Authority to sign or you can get it from the 'Fee Information' section of Member Access. We will contact you if your new school does not provide this service.

### CREDIT CARD PAYMENT

If your credit card details are correct and you pay in instalments, we will continue to deduct your fee as usual unless you advise otherwise. If your credit card details are correct and you pay annually, we will deduct your fee within a day or so from when you submit your 'Payment Details' update in Member Access. During December and January you will be charged at the Early Bird discount rate.

If we haven't heard from you by 1 February, we will deduct the annual fee on 1 February in accordance with your ongoing authority.

After February we deduct the pro-rata amount appropriate to the time of year.

### DIRECT DEBIT PAYMENT

If your direct debit details are correct and you pay in instalments, we will continue to deduct your fee as usual unless you advise otherwise. If your direct debit details are correct and you pay annually, we will deduct your fee within a day or so from when you submit your 'Payment Details' update in Member Access. During December and January you will be charged at the Early Bird discount rate.

If we haven't heard from you by 1 February, we will deduct the annual fee on 1 February in accordance with your ongoing authority.

After February we deduct the pro-rata amount appropriate to the time of year.

### PAYMENT DATES

Annual, half-yearly (Feb./Aug.) and quarterly (Feb/May/Aug/Nov) payments are debited on 1 February and then in the first week of the applicable month. Monthly payments are deducted on the 15th and twice monthly on 1st and 15th. You will be sent reminders for quarterly or half-yearly instalments.

### FEE CATEGORY

Select your correct fee category as your gross pay may have changed since you last nominated your fee category. Ask your Pay Officer what your gross salary is (include any POL allowance) or look on the IEU website [www.ieuvictas.org.au](http://www.ieuvictas.org.au)

### RECEIPTS

A receipt for annual payment will be posted to you within 28 days. A receipt for the tax year will be provided in the first week of July to periodical payers. PRD payments are usually on your Group Certificate and that acts as a receipt. Fees are tax deductible.

**Membership of the IEU Victoria Tasmania is ongoing *until you advise otherwise*.**

Credit card and direct debit payments continue *until you advise otherwise*.

To resign your membership, you need to send an email to [info@ieuvictas.org.au](mailto:info@ieuvictas.org.au)