

# Important Information Regarding Payment of the Membership Fees

Dear Sir or Madam, dear Members,

Please note that the International Gutenberg Society can no longer accept credit card payments as of January 1, 2012, due to the costs involved. In order to help our members abroad avoid the expensive money transfer fees, the Gutenberg Society is offering you new payment possibilities. In this informational sheet, we will present all of the currently accepted forms of payment.

We ask our members from Germany and from countries in the European Economic Area\* (EEA) as well as our members from Monaco and Switzerland to participate in our direct debit and SEPA direct debit procedures. This is very helpful to ensure a swift and easy procedure. You can grant us direct debit authorisation by sending us the form with your bank information.

## 1 Payment of Membership Fees from a German Account

### 1.1 Direct Debit Authorisation

Direct debit authorisation is the easiest way to pay your fees. You grant us permission to collect the membership fees from your account at the beginning of the year (until a revocation takes place). In Germany, all direct debit collection will be changed to adhere to the SEPA Direct Debit Mandate. Hence, we ask you to fill the new authorisations out for both procedures. Please send us the form back with your bank information. If you have already granted us direct debit authorization, we do not need a new form.

### 1.2 Money Transfer to One of Our Accounts

If you do not wish to grant us direct debit authorisation, you can also transfer us the fees with a standing order or an individual transferal. Please transfer the fees to one of our bank accounts. Please note that our Postbank account is no longer valid.

Sparkasse Mainz: 12 002 317 (Bank code 550 501 20)

Mainzer Volksbank: 7 974 017 (Bank code 551 900 00)

## 2 Payment of Membership Fees from Countries in the European Economic Area\* (EEA), Monaco and Switzerland

### 2.1 SEPA-Direct Debit Mandate

Members from countries in the European Economic Area\* (EEA). Monaco and Switzerland can give us a SEPA Direct Debit Mandate. This gives us permission to collect the membership fees from your account at the beginning of the year (until a revocation takes place). This does not incur any extra costs.

### 2.2 Money Transfer to One of Our Accounts

If you do not wish to grant us direct debit authorisation, you can also transfer us the fees with a standing order or an individual transferal. Please transfer the fees to our bank account:

Sparkasse Mainz: (IBAN) DE 59 550 501 200 012 002 317 (BIC) MALADE51MNZ

## 3 Payment from all other Countries

### 3.1 Payment via PAYPAL

From January 1, 2012, we can offer our members from all other countries cost-effective payment of membership fees via the internet payment platform PAYPAL. In order to pay your membership fees via PAYPAL, you must first register at [www.paypal.com](http://www.paypal.com). Then you can send money to the Gutenberg Society by entering our E-Mail address [info@gutenberg-gesellschaft.de](mailto:info@gutenberg-gesellschaft.de) as the recipient and entering the invoice amount. If you have deposited money on your PAYPAL-account, the money transfer to the Gutenberg Society is done immediately. If you have not deposited money, PAYPAL will give you information regarding transferal of money to your PAYPAL-account. When your payment has reached PAYPAL, the fees will be

\* Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Rumania, Slovakia, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland.

transferred to the account of the Gutenberg Society. We pay the PAYPAL fees. The only extra costs that arise are conversion costs, since the Gutenberg Society can only process Euro payments.

You can find more information about this payment method online at [www.paypal.com](http://www.paypal.com).

### 3.2 Payment by Check

You may send us a check.

### 3.3 Money Transfer to One of Our Accounts

You can also transfer us the fees with a standing order or an individual transferal:

Sparkasse Mainz: (IBAN) DE 59 550 501 200 012 002 317 (BIC) MALADE51MNZ

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## Internationale Gutenberg-Gesellschaft in Mainz e.V., Liebfrauenplatz 5, D-55116 Mainz

Creditor identifier: DE12ZZZ00000024391

Debtor identification code (membership number): \_\_\_\_\_

### SEPA Direct Debit Mandate

By signing this mandate form, you authorise (A) the International Gutenberg Society to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from the International Gutenberg Society.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Name of the debtor(s): \_\_\_\_\_

Street name and number: \_\_\_\_\_

Postal code and city: \_\_\_\_\_

Country: \_\_\_\_\_

Account number - IBAN: \_\_\_\_\_

SWIFT BIC: \_\_\_\_\_

Location, Date: \_\_\_\_\_

Signature: \_\_\_\_\_

The International Gutenberg Society will inform me before starting the procedure.