

## Paying DMEG Membership Fee by BACS Instructions

It is not always easy to trace money that is paid to the BDA electronically. So it is **imperative** for any payee (individual or company/organisation) to ensure that they quote the following details in the **reference field** when making an electronic payment to the BDA:

- 1) If the payee has been invoiced by the BDA, they should simply quote the BDA invoice number as the reference. (Please remember that the Accounts Department can prepare invoices for you upon receipt of an invoice requisition form).
- 2) If the payee is an individual, they should quote:
  - a. The Branch/Group Unique three digit Department Number which is **930** followed by
  - b. The individual's BDA membership number.
- 3) If the payee is a company, they should quote:
  - a. The Branch/Group Unique three digit Department Number which is **930** followed by
  - b. The company/organisation name

In all of the above circumstances it is critical for a remittance advice (document that informs the BDA that a payment has been made to them) to be sent to the Treasurer – Anna Carling at [annacarling@nhs.net](mailto:annacarling@nhs.net)