



# GEOMÔN Membership Procedures

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## GeoMôn Membership

- Individuals can become members of GeoMôn by either
  - completing a **Membership Form** or
  - by visiting the **GeoMôn website** and following the instructions under the tab “Become a Member”

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## Membership Form

- A new Membership form has been created which combines a **membership application** and **approval for a direct debit** to collect an annual subscription
- Copies of the form together with an envelope will be available at The Watch House
- Completed form to be sent by applicant to Gavin Rowlands, Membership Secretary (address on the form)
- Forms can also be completed and left at The Watch House for collection

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## GoCardless

- GeoMôn have appointed **GoCardless** to manage the membership subscriptions through their secure direct debit web-based system. GoCardless is the UK’s leading Direct Debit provider
  - please check out their FAQ’s

<https://support.gocardless.com/hc/en-gb/articles/115002835269-FAQs-for-customers-paying-through-GoCardless>

- GoCardless have the appropriate authorization to process direct debits

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## Direct Debit Process

- **Membership form** completed and sent to Gavin Rowlands who uploads individual(s) base data into GoCardless. Their record in GoCardless is attached to the appropriate membership fee structure.
- GoCardless send an email to the individual asking them to provide their bank details via a secure form. Once form has been submitted a further email requests authorization for DD to be processed. DD mandate provided to member. All correspondence carries the GeoMôn logo and contact details.
- Authorized direct debits are to be processed monthly on or around the 15<sup>th</sup> of the month following the date of the application e.g. form date 10<sup>th</sup> September – DD taken around the 15<sup>th</sup> Oct. Member receives email to advise when DD will be taken.
- **Website** – Link to GoCardless is available for each membership option (Individual, Joint etc). Individual uses link to complete DD details. Once submitted another email is automatically sent to individual requesting further base information, address etc. DD will be taken as soon as possible after the member authorizes the DD. Member receives emails confirming setup, DD action date and copy of DD Mandate.