

Sub-section Subscription payments to National Council

This instruction relates to Sub-Section paying the dues it has received from members(s) to National.

It does not apply to individuals making payments.

What to send

You have the option to send ALL money received to the National Council, or just the capitation as per Form 2A to the National Council and Form 2B to your Section.

The Way of the Future

1. Send all money and ensure you use Form 2X (available at <https://navalassoc.org.au/naa-forms>) and a Form 3.
2. Do NOT send your Section its part of the capitation payment.
3. The National Treasurer will disburse money to your Section and Sub-section as appropriate within a month.

Traditional

1. Just the National Council's share of the capitation with Forms 2A & 3 as always and form 2B with remittance to State section.

How/Where to send it

All cheques must be made out to "Naval Association of Australia"

Options

1. **Best option** - Set up 2 to sign internet banking on the sub-section account (contact your bank for details) and do a direct transfer (with reference as sub-section name) to the Defence Bank BSB 833 205 account number 20435110 and include the remittance advice with the forms.
2. **Next Option** - Deposit a cheque at any NAB branch using full Defence Bank BSB 833 205 and Account Number 20435110 and include the deposit stub with the forms; please hand write your sub-section on the stub. The NAB may turn its nose up at the BSB but politely inform it that it will work. The bank will ask you for your phone number to get back to you if it fails, but it won't. Over the counter deposit has no provision to add a reference so forwarding the deposit stub is important to enable its origin to be identified.
3. **Least Preferred Option** - Cheques with forms 2 & 3 should be sent to;
National Membership Registrar NAA
PO Box 3362
BELCONNEN DC ACT 2617

For 1st & 2nd options the paperwork including the deposit stub / remittance advice is to be emailed to; NationalSecretary@NavalAssoc.org.au; NationalMembershipRegistrar@NavalAssoc.org.au to save postage and time. or otherwise by snail mail to the PO Box above.

Any queries contact Membership Registrar.