

Promoting Joint Membership

1. Explain the benefits
 - ATD gives you the trends
 - Local gives you the community
 - Save \$30 by doing both!

2. Set up pricing levels on your website
 - Put the Bundles FIRST
 - Put local-only choices LAST
 - Clearly state that ATD memberships will be processed in 24-48 hours (ATD memberships are not active until ATD has received and processed payment from the chapter)

Method #1: Process ATD Membership by Credit Card

1. Collect the combined chapter and ATD fees
2. Acknowledge/Notify the member:
 - a. Chapter membership is immediate
 - b. ATD membership will be processed in 24-48 hours
3. Confirm that the funds have cleared
4. Contact ATD customer care at customercare@td.org or 1.800.628.2783.
5. Request to submit payment for a Power Membership (please note which membership level, Professional or Professional Plus, and be ready with the customer's contact information in the chance a record has to be created)
6. Provide ATD with the member information:
 - a. Be sure to provide chapter CHIP code
 - b. Be sure to confirm the discounted rate
 - c. Pay ATD its portion with a chapter credit card via a quick pay link that customer care will provide
 - d. Ask ATD to email the confirmation to the member, and also to you, which gives you an electronic credit card receipt

Method #2: Process ATD Membership by Check

1. Collect the combined chapter and ATD fees
2. Acknowledge/Notify the member:
 - a. Chapter membership is immediate
 - b. ATD membership will be processed in 24-48 hours
3. Confirm that the funds have cleared

Processing ATD membership payments

4. Write one check to ATD with backup forms; then mail **all** checks and membership forms to:
Mailing Address:
Association for Talent Development
PO Box 200212
Pittsburgh, PA
15251-0212

Please note: Checks and membership forms should **only** be mailed to the lockbox address above, **not** ATD chapter services or accounting departments.

Method #3: ATD Membership by PayPal

1. Collect the combined chapter and ATD membership fees, i.e., via PayPal
2. Acknowledge/Notify the member
 - a. Chapter membership is immediate
 - b. ATD membership will be processed in 24-48 hours
3. Confirm that the funds have cleared.
4. Log-in to your chapter's PayPal account (if the chapter currently does not have one, one must be established), select the option to 'Send Money' and specify the recipient email address as accounting2@td.org.
5. Specify dollar amount of transaction and put in the subject field '**[Chapter Name] ATD Membership Remittance**'. There is also a space to include a message—please be sure to include chapter identifying information as well as the member's name(s) for which you are transmitting payment.
6. Email the membership application(s) to accounting2@td.org **immediately** after submitting the PayPal payment. Mark on the application that it's been paid via PayPal, and note the Transaction ID (at the top right on the PayPal email confirmation). Please cc: your [chapter relations manager](#) (CRM).

Note: The chapter will not incur any fees. ATD will absorb the transaction fee.



Transaction ID: 4RY06410B9248820R

You sent a payment

Dear Cheryl Hutchings,

You sent a payment for \$1.25 USD to American Society for Training and Development.

Please note that it may take a little while for this payment to appear in the Recent Activity list on your Account Overview.

[View the details of this transaction online](#)

Your monthly account statement is available anytime; just log in to your account at https://www.paypal.com/us/cgi-bin/webscr?cmd=_history. To correct any errors, please contact us through our Help Center at https://www.paypal.com/us/cgi-bin/webscr?cmd=_contact_us.

Amount:	\$1.25 USD
Sent on:	October 16, 2012
Subject line of your payment email:	Cheryl-Testing Chapter Payment Options 2
Message in your payment email:	This a test transaction to confirm how chapters can transmit money to ASTD for their members' national dues.

Sincerely,
PayPal

Method #4: Process ATD Membership by Electronic Funds Transfer

Chapters may forward ATD member payments collected locally to ATD via electronic funds transfer (EFT)/Automated Clearing House (ACH) or via wire transfer. Attached is ATD’s banking information for initiating the transfer.

When conducting an EFT or wire transfer:

1. Include appropriate identifying chapter information when your bank wires funds or when the chapter initiates the EFT.
2. Email accounting2@td.org to notify us that you have transferred funds for ATD membership(s). **Please include the membership application for each member for whom you**

Processing ATD membership payments

are remitting payment. Don't forget to include your chapter's CHIP code! Please cc: your [CRM](#).

PLEASE NOTE: the accounting inbox is for payment/order-related information only and is not monitored for other correspondence. If you have questions, please contact your CRM.



Vendor Information:

Company Name:	American Society for Training & Development	In business since:	1944
DBA:	ASTD	FEIN:	39-0852310
Physical Address:	1640 King Street Alexandria, VA 22314	DUNS:	066857293
Phone:	703-683-8100	SIC:	813820
Fax:	703-299-8723		
Accounts Receivable:	Kelly Sayers 703-683-8108 ksayers@astd.org	Accounts Payable:	Carolyn Sullivan 703-683-8109 csullivan@astd.org
Remittance Address:	P O Box 1567 Merrifield, VA 22116	Remittance by Email:	accounting2@astd.org

Banking Information:

Name of Bank:	SunTrust
Bank Address:	1650 King Street Alexandria, VA 22314
Bank Contact:	Jason McDougald 703-299-6486
Account Number:	001124188
ABA for Wires:	061000104
ABA for ACH:	055002707
Swift Code:	SNTRUS3A


Authorized Signature

Melinda O'Leary
Senior Director of Finance