Processing ATD membership payments

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 Phone

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 1.800.628.2783.
5. Request to process a Power Membership over the phone (please note which membership level, Professional or Professional Plus)
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
   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

4. Write one check to ATD with backup forms; then mail all checks and membership forms to:
Processing ATD membership payments

ATD
PO Box 743041
Atlanta, GA 30374-3041

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.
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
DBA: ASTD
Physical Address: 1640 King Street
              Alexandria, VA 22314
Phone: 703-683-8100
Fax: 703-299-8723
Accounts Receivable: Kelly Sayers
                      703-683-8108
                      ksayers@astd.org
Remittance Address: P O Box 1567
                   Merrifield, VA 22116

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