

Dear Valued Member,

To ensure a seamless payment experience with us, we have implemented a new Direct Debit service.

Here's how you can complete the process:

- 1. Download the Direct Debit form from our website. It is in PDF format for your convenience.
- 2. Print out the form and carefully read through all the sections. Make sure to fill in all the required information accurately. This includes your personal details and bank account information,
- 3. Once you have completed the form, please sign it using your legal signature. This signature will act as your authorisation for the Waikato Chamber of Commerce to initiate the direct debit transactions.
- 4. Scan or take a clear photo of the signed form to create a digital copy. Please ensure that the image is legible and all details are visible.
- 5. Send to <u>info@waikatochamber.co.nz</u> attach the scanned or photographed copy of the completed Direct Debit form.
- 6. In the email subject line, state "Completed Direct Debit Form [Your Name/Company Name]".

Once we receive your completed Direct Debit form, our team will process it promptly. You will receive a confirmation email once your direct debit authorization has been successfully set up.

If you have any questions or require assistance during this process, please do not hesitate to reach out to our dedicated team at <u>info@waikatochamber.co.nz</u>. We are here to help you.

Thank you for your prompt attention to this matter. Your cooperation is greatly appreciated as we strive to enhance our services and improve the membership experience at the Waikato Chamber of Commerce.

Your Chamber Team

Waikato Chamber of Commerce and Industry Inc. Sponsors
Chowhill Company Deloitte. Company FFOSTER I Hamilton
Chamber of Commerce and Industry Inc. I Level One I Wintee House I Cnr Nisbet and Anglesea Streets I HAMILTON I New Zealand
PO Box 1122 I Waikato Mail Centre I Hamilton 3240 I T: +64 7 839 5895

E: info@waikatochamber.co.nz I W: www.waikatochamber.co.nz