VBA SCHOOL OF BANK MANAGEMENT

CLASS OF **[INSERT CLASS YEAR]**CLASS DUES

|  |  |
| --- | --- |
| From: | Class Treasurer Name Class President Name  Phone Number Vice President Name  [Email](mailto:Cindy.Driest@bankatunion.com) Cc: Class Secretary Name |
| Date: | [Date]  Class Dues |
| Re: |

Class dues are for the period of [three years your class will be enrolled in Bank School] at a rate of $50.00 per year for a total amount due of $150.00. Please pay the full amount now.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Balance** | **Date Due** |
| **[Date]** | **Virginia Bankers Association School of Bank Management Class of [Year] Class dues** | **$150.00** | **[Date]** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current** | **1-30 Days Past Due** | **31-60 Days Past Due** | **61 – 90 Days Past Due** | **Over 90 Days Past Due** | **Amount Due** |
| **X** |  |  |  |  | **$150.00** |

Payments shall be made payable to: ***Virginia Bankers Association School of Bank Management Class of [Year]***

Account Number: **[Account Number]** Routing Number: **[Routing Number]**

Payments may be made via the methods listed on the following page.

Please retain a receipt as evidence of payment made and feel free to email this to **[Class Treasurer Name/Email]**. **[Class Treasurer Name]** must be able to identify from whom the payment was received.

|  |  |
| --- | --- |
| **Method** | **Instructions** |
| Personal Check Cashier’s Check Money Order  Other similar type check | You must include your name in the remitter or  memo line of the check.  Checks may be brought to your local **[bank name where the account is held]** branch or mailed to:  **[Bank Name]**  **[Bank Mailing Address with Attn: to Treasurer Name]** |
| Online Bill Pay | You must reference your name as the invoice number or in the memo section |
| Cash | Retain your receipt as evidence of deposit. Contact **[Treasurer]** to notify of deposit. |
| ACH | Ensure the ‘sender’ information properly identifies you. |