

Data Synchronization for the 2017 Membership Fee Invoice

In January, you will receive the new invoice for your membership fees. In order to send the invoice to your correct address, we ask that you please check the **contact address** we have on file for you in the tekomp WebForum and make any necessary corrections there. Alternatively, please send us an email at info@tekomp.de or a **fax at +49 711 65704-99**. This way, you ensure that you promptly receive from us information, conference programs and the trade journal 'technische kommunikation'. Please fill out any missing email addresses as well.

These details are necessary to optimize offers for our members.

This request only applies to members who did not cancel their membership at the end of 2016.

Changing Your Data in the tekomp WebForum

To change your data, proceed as follows: using your member number (not ID number) and password, please log in to www.tekomp.de in the gray bar on top of the tekomp WebForum (WebForum login). Please confirm the privacy protection policy and conditions of use. Subsequently, you can change your data in the "Personal Area" and confirm the changes with "Save" ("Speichern").



Password Assignment for the tekomp WebForum

If you do not yet have a password for the tekomp WebForum, you can assign yourself a password on the start page of the WebForum. To do so, enter your member number (not ID number) in the input window and select "I don't have a password yet" ("Ich habe noch kein Passwort").



SEPA Direct Debit Mandate Fax Reply +49 711 65704-99

You can save 7.50 EUR by giving us a SEPA direct debit mandate for the membership fee. To do so, please fill out the following form. If you have already made a SEPA direct debit mandate (previously: Direct Debit Authorization), please check to see if your bank account has changed since your last membership fee invoice. If so, please enter the correction in the form.

Correction New

The membership fee is due at the beginning of the calendar year. It is debited at the end of January. You may cancel your SEPA direct debit mandate at any time. I hereby authorize the association "tekomp" to debit from my account (not a savings account) the amount of the membership fee according to the currently valid fee schedule, until such time as I revoke my authorization.

Name _____ Member Number _____

Bank _____

IBAN _____ BIC _____

Account Holder _____

Location and Date _____ Signature _____