

Gen-Guide to
**NZSG CHEQUE
PURCHASING SERVICE**



The NZSG Cheque Purchasing Service enables members to buy a British or Australian currency cheque from the Society for overseas transactions for genealogical purposes.



New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE



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Cheque Service for Overseas Transactions

This service enables members to buy a British/UK/sterling pounds cheque or an Australian dollars cheque from the Society for genealogical purposes only. A fee of NZ\$7.50 is charged for the service to offset the cost of drawing the cheque, including foreign bank fees, the cost of postage between signatories and exchange rate variation.

Requests for cheques for amounts greater than £50 or AU\$100 must be accompanied by a copy of the invoice to be paid.

Your requested cheque will be returned to you for posting overseas, so that you can record the date it was mailed.

How the Service Operates

The service is available to members of the Society only. Cheques will only be processed when received on the Cheque Request Form and accompanied by the correct payment and a stamped self-addressed envelope.

For up to date exchange rates and costs, please email [Accounts](#)

How to Prepare Your Request

1. Print the F117 NZSG Cheque Service request form from the website at <https://www.genealogy.org.nz/data/media/documents/Forms/F117%20Cheque%20Service%20062010.pdf>
- or ask for one from the NZSG Office.
2. Please fill in your membership number, name and address, and date requested.
3. Fill in the details of the person or organisation to whom the cheque is to be made out.
4. Select the currency the cheque is to be made out in, and specify the amount.
NB: For cheques greater than £50 or AU\$100, please contact the NZSG Office Manager to request the exchange rate.
5. Calculate the NZ value of the foreign amount by dividing the foreign amount by the exchange rate. For the current exchange rates, please email [Accounts](#)
(Please note that if the correct exchange rate is not used, your request will be returned to you.)
6. Add to this the cheque fee of NZ\$7.50.
7. *Example:* UK cheque for £10 requested; current exchange rate = 0.5112

\$NZ value determined as follows :

| | |
|--------------------------------------|-------------|
| Cheque value = £10 divided by 0.5112 | \$19.56 |
| Add cheque fee | <u>7.50</u> |
| Total \$ NZ to send | \$27.06 |

Check that you have included:

- Your completed request form;
- A stamped, self-addressed DLE envelope (business size, 225mm x 114mm). Your cheque will be sent to you in this envelope.
- A cheque for the correct amount made out to:
New Zealand Society of Genealogists Inc.

Send to: NZSG Cheque Service
New Zealand Society of Genealogists Inc.
PO Box 14036
Panmure
Auckland 1741.

Your cheque will be returned to you for posting overseas, so that you can record the date it was mailed.

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F117 NZSG CHEQUE SERVICE

Membership No. _____ Date _____

Mr/Mrs/Miss/Ms _____

Address _____

Telephone No. (____) _____

Cheque to be made out to _____

Amount of Cheque in Foreign Currency **£ STG** _____ .

\$ AUST _____ .

Convert to \$NZ by dividing by exchange rate
(check the Web site at <http://www.genealogy.org.nz> for exchange rate)

Rate **0.** _____

\$ NZ _____ .

Plus Cheque Fee _____ **7.50**

I have enclosed my cheque, made out to NZSG for **\$** _____ .

I have enclosed a DLE (business size) stamped self-addressed envelope
(Please note that cheques will be returned to the member for posting overseas)

Please post this request to:

NZSG Cheque Service
PO Box 14036
Pannure
Auckland 1741

(for office use only)

Date _____

Chq No: _____

Inv No: _____