

## HOW TO PAY YOUR ENTRY FEE

This document describes the methods you can use to send your payment to TDA Global Cycling. Please note that the US\$150 registration fee which you pay when signing up for one of our tours is in addition to and is not part of your entry fee. (Payment of the registration fee secures your place on the tour.)

### YOUR ENTRY FEE

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Your tour invoice shows your exact entry fee with any additional charges and/or discounts applied. You will be notified by email when your invoice is ready, and it will also be available in your MyTours dashboard. If you are ready to pay and have not yet received your invoice, please let us know. Pricing information can also be found on the tour page at [tdaglobalcycling.com](http://tdaglobalcycling.com).

#### **Paying in another currency**

Tour entry fees are based in either US\$ or Euros.

However, you can pay your entry fee in any of the following 6 currencies:

Canada \$ (CAD), US\$ (USD), Euros (EUR), British Pounds (GBP), Australian \$ (AUD), or South African Rand (ZAR).

See below for the methods we accept each of these currencies in. Please note we do not accept transfers in other currencies such as New Zealand Dollars (NZD), Swedish Kroner (SEK), Japanese Yen (JPY), etc.

#### **How to calculate the exchange rate:**

If you want to pay in a currency other than the currency in which the entry fee is stated, you must use the latest official exchange rate, as this will ensure that we receive the correct amount of funds from you. **Do not use the exchange rate offered by your bank** as that will be 2-3% less favorable than the official rate, which is how banks make money.

We recommend the currency calculator at <https://www.xe.com/>. Type in the amount of your entry fee and select the currency that the entry fee is quoted in from the dropdown menu. Then select the currency you wish to pay in from the 2nd dropdown and click the yellow arrow button.

### METHODS OF PAYMENT

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#### **Bank Transfers (most common method of payment used):**

Bank transfers are by far the most common method of paying tour entry fees. Details of this process are found on the next page.

**TransferWise** is a popular money transfer service that can save you transfer costs. This is especially true for clients whose home currency is not one we accept transfers in. They will give you a better exchange rate than your bank will, and their transfer fees are also lower than most banks. For more info see <http://www.transferwise.com>.

#### **Other Methods of Payment:**

We accept personal cheques in US\$ drawn on a USA bank from USA based clients, and in Canadian \$ from Canadian clients, which are mailed to or delivered in person to our office:

TDA Global Cycling, 96 Atlas Avenue, Toronto, ON, M6C 3P3, CANADA

Cheques must be payable to "TDA Global Cycling" or to "Tour d'Afrique Ltd". We do not accept personal cheques in other currencies. We also accept official bank cheques in US\$, Canadian \$, Euros, Pounds, or AUS \$. And we accept payments in cash in US\$, Cdn \$, Pounds, Euros, AUS \$ and Rand delivered in person to our office.

Canadians only can also pay by Interac e-transfer in Canadian \$ from their Canadian bank account.

We typically **do NOT accept payments by credit card** due to the high costs involved. If you **MUST** use a credit card, please contact our office, and we will discuss the best option with you. All credit card payments will have a 4% fee added to cover the transaction costs.

Should you have any questions regarding your payment please do not hesitate to contact us at: [info@tdaglobalcycling.com](mailto:info@tdaglobalcycling.com).

## BANK TRANSFER DETAILS

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Here is the information you will need for all transfers to our bank, followed by the specific account information, depending on which currency you are sending. European clients should note that Canadian banks do not use the IBAN system, USA clients should note that Canadian banks do not have routing numbers. Instead the SWIFT Code, and the account number are used, as shown below.

Please note that the following details, including our account name, must be typed in correctly and completely otherwise the banking system may reject or return your transfer. You can list the Purpose of Transfer as: Entry Fee for (insert the name of your cycling tour).

**Account Name & Address:** TDA Global Cycling, 96 Atlas Avenue, Toronto, ON, M6C 3P3, CANADA

**Bank Name & Address:** TD Canada Trust, 443 Queen Street West, Toronto, ON M5V 2B1 CANADA

**Swift Code or BIC:** TDOMCATTOR

**Account Numbers:** The numbers below show our bank branch # (17042) followed by the 7 digit account number.

**Transfers in Canadian \$:** Send to our Canadian \$ Account # 17042-5297501

**Transfers in US \$:** Send to our US \$ Account # 17042-7320338

**Transfers in Euros:** Send to our Euros Account # 17042-3155556

**Transfers in British £:** Send to our Pounds Account # 17042-3155567

**Transfers in Australian \$:** Send to our Australia \$ Account # 17042-3155545

### Note:

There are many different systems used by banks around the world to send international transfers, and the info they require to send transfers to Canada can also differ. If your bank advises that the above account #s are either incorrect or incomplete, try resolving this by incorporating some or all of the following in your transfer information:

Some countries require a 9 digit transit number for the Canadian bank they are sending funds to. This number is 000417042 (= leading zero + 3 digit Canadian Banking Institution # + 5 digit branch #).

If your bank or its online international transfer template has separate fields for Institution #, Branch or Transit #, and Account # then only the 7 digit account number should be typed into the account field.

### Note:

Some clients will be advised by their bank that the address for TD Canada Trust is actually 55 King Street West in Toronto. This is the main office of TD Bank, and it is fine, provided your transfer details also include the complete account numbers as shown above.

### Transfers in Rands to our South Africa Account:

Bank: Nedbank	Branch: Kenilworth	Branch code: 164205
Type: Current Account	Account Name: Tour d’Afrique SA	Account #: 164 201 5849

### VERY IMPORTANT NOTES:

- If you are transferring funds in US\$, Euros, Pounds, or Australian \$, make sure you advise your bank “DO NOT CONVERT”. This advice should also be included by your bank in the transfer instructions. This means your bank (and any correspondent or intermediary bank used by your bank to reach our bank) must not convert the funds into Canadian \$ when the transfer is sent to Canada. Failure to include this message can be an expensive mistake!
- Make sure that you also advise your bank to send the funds to our account corresponding to the currency you are sending. In other words, send US\$ only to our US\$ account, do not send US\$ to our Canadian \$ account, etc.
- If any of these mistakes are made, the result can be a loss of about 5% of the transfer value. TDA will unfortunately then have to ask you to resolve the lost amount as we expect to receive your payment in full.
- Please also note that you are responsible for paying all of your bank’s charges in sending the transfer to our bank.

Should you have any questions regarding your payment please do not hesitate to contact us at: [info@tdaglobalcycling.com](mailto:info@tdaglobalcycling.com).