



How to Change Your Core Membership Monthly Contribution

- **If You Set up Your Contribution via Paper Form**

1. Pick up a Core Membership form at the AIM meditation hall or download one from the website, located on the “Become a Core Member” page, beneath “Giving” on the top navigation menu.
2. Fill out the form with your new contribution amount. If your financial information has not changed, you may write “Same” in that part of the form.
3. Return the form in person, by mail, or by email:
 - a. **In person:** Drop the form in the dana (donation) box at the meditation hall.
 - b. **By mail:** Mail the completed form to AIM, 175 Weaverville Rd, Suite H, Asheville, NC 28804.
 - c. **By email:** Scan the completed form and email it to info@ashevillemeditation.com.

- **If You Set up Your Contribution on the AIM website**

(Note: PayPal requires that you first cancel your recurring payment on the PayPal website and then go to the original merchant site to resubmit the payment form. Steps are listed below.)

Cancel PayPal Recurring Payment

1. Go to PayPal at www.paypal.com and log in to your account.
2. Click on “**Profile**” by the logout button on the upper right of the page.
3. Select “**Profile and Settings.**”
4. Click on “**My Money**” in the grey box on the upper left.
5. Click on “**Update,**” to the right of “**My preapproved payments**” in the center of the page.
6. Click on the entry for “**Asheville Insight Meditation**” that displays your recurring payment.

(NOTE: If there are many payments listed for other merchants, click on the downward-pointing triangle to the right of “**Filter status by.**” Select “**Active.**” You should be able to see the AIM entry now.)

7. Click on “**Cancel**” on the upper right under “**Subscription Details.**”

Set up a New Monthly Contribution

1. Go the AIM website at www.ashevillemeditation.com
2. On the top navigation menu, hover your cursor over “**Giving.**”
3. Select “**Become a Core Member.**”
4. Under the heading, “**How Do I Become a Core Member?**” click on “**online form**” in #1.
5. Fill out and submit the Core Membership form.

(NOTE: We apologize for the need to resubmit the Core Membership form, but this is required by PayPal.)