

# Instruction to your Bank to pay Direct Debits

Please complete parts 1 to 4 to instruct your bank to make payments directly from your account

Then return the form to: Membership Data Office, The Royal College of Psychiatrists,  
17 Belgrave Square, London SW1X 8PG, United Kingdom

Originators reference (max 18 chars)

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| RCPSYCH |  |  |  |  |  |  |  |
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**1** Please write the name and full postal address of your bank and branch

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**2** Name of account holder

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**3** Sort code

Account number

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**4** Your instructions to the bank, and signature

- I instruct you to pay Direct Debits from my account at the request of The Royal College of Psychiatrists
- I confirm that the amounts to be debited are variable and may be debited on various dates
- I shall duly notify the Bank in writing if I wish to cancel this Instruction
- I shall also so notify The Royal College of Psychiatrists of such cancellation

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**This guarantee should be detached and retained by the Payer**

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The Royal College of Psychiatrists will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request The Royal College of Psychiatrists to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by The Royal College of Psychiatrists or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when The Royal College of Psychiatrists asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.