

# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in whole form using a ball point pen and send it to:

Membership Data Office  
The Royal College of Psychiatrists  
17 Belgrave Square  
London SW1X 8PG

Originator's Identification Number

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Reference Number

### Instruction to your Bank or Building Society

Please pay The Royal College of Psychiatrists Direct Debit from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Royal College of Psychiatrists and if so details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Banks and Building Societies may not accept direct debit instruction for some types of account.

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.