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

Please fill in the whole form **including official use box** using a ball point pen and send original to:

Institute of Directors
Membership Department
116 Pall Mall
London
SW1Y 5ED

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your bank or building society

To the manager Bank/building society

Address

Postcode

Reference (IoD membership no.)

Service User Number (SUN)

9 9 1 1 7 8

PLEASE COMPLETE THE SECTION BELOW IF YOU ARE PAYING ON BEHALF OF THE MEMBER

Please select one payment option:

☐ Annual ☐ Monthly

Name and Address of Account Holder

Postcode

Telephone Number

Member's Name

Email Address

IoD Ref Due Date

FOR Institute of Directors OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society

Please pay Institute of Directors Direct Debits 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 Institute of Directors and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Payment by Direct Debit – UK Bank Account Holder's only

Banks and Building Societies may not accept Direct Debit instructions 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 Institute of Directors will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Institute of Directors 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 Institute of Directors 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 Institute of Directors 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.