

# 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 of your bank or building society

To the manager

Address

Postcode

Reference (IoD membership no.)

**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 five 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.

Service User Number (SUN)

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**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

Date

