

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 it to:

Institute of Financial Accountants
CS111, Clerkenwell Workshops,
27-31 Clerkenwell Close,
Farringdon,
London,
EC1R 0AT

Service user number

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Name(s) of account holder(s)

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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 | |

FOR The Institute of Financial Accountants OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Please complete the details below

Member Name

Membership number

Firm number

Instruction to your bank or building society

Please pay The Institute of Financial Accountants 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 The Institute of Financial Accountants and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

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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 (the Institute of Financial Accountants) will notify you (14) working days in advance of your account being debited or as otherwise agreed. If you request (The Institute of Financial Accountants) 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 Institute of Financial Accountants) 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 Institute of Financial Accountants) 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.

