

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

Please complete this form using a ball point pen and send it to:

Institute of Biomedical Science
 12 Coldbath Square
 London
 EC1R 5HL

Service User Number

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Name(s) of Bank Account Holder(s)

I wish to pay my subscription (please tick ✓)

Annually Collected on or immediately after 10th January

Monthly Collected in 10 instalments on or immediately after the 10th of each month from January to October

Bank/Building Society Account Number (must be 8 digits)

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Branch Sort Code (must be 6 digits)

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Instruction to your Bank or Building Society

Please pay (IBMS) 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 (IBMS) and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Postcode	

Bank Account Holder Signature

Membership Number (if known)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- The 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 IBMS will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request IBMS 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 IBMS 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 IBMS 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.