

# Instruction to your bank or building society to pay by Direct Debit

ICB Membership Number

--	--	--	--	--	--	--

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

The Institute of Certified Bookkeepers  
 122-126 Tooley Street  
 London  
 SE1 2TU

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	

PLEASE CONFIRM WHICH SUBSCRIPTION/S YOU WOULD LIKE TO SET UP YOUR DIRECT DEBIT FOR:

PRACTICE LICENCE

MEMBERSHIP

Service user number

6	8	9	4	7	5
---	---	---	---	---	---

Reference number

--	--	--	--	--	--	--	--	--	--

FOR THE INSTITUTE OF CERTIFIED BOOKKEEPERS OFFICIAL USE

--

**Instruction to your bank or building society**

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

Signature(s)
Date

**Banks and building societies may not accept Direct Debit Instructions for some types of account**

DD11

This guarantee should be detached and retained by the payer.

## 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 Certified Bookkeepers will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Institute of Certified Bookkeepers 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 Certified Bookkeepers 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 Certified Bookkeepers 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.