



Chartered Institute of  
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## Direct Debit Instruction

The Manager: Bank/Building Society  
(full address of your branch):

Postcode:

Bank Sort Code:

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Name of account holder(s):

Account Number:

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Membership number/Reference:

Service User Number: 724249

### Instruction to your bank or building society

Please pay CILIP 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 CILIP and, if so, details will be passed electronically to my bank/building society.

SIGNATURE(S):

DATE: / /

## 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 CILIP will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request CILIP 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 CILIP 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 CILIP 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.

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.***

