DIRECT Debit

CIfA Chartered Institute for Archaeologists

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

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

Chartered Institute for Archaeologists
Power Steele Building
Wessex Hall
Whiteknights Road
Earley
Reading
RG6 6DE

Service user number

8	7	4	4	3	0

FOR CHARTERED INSITITUTE FOR ARCHAEOLOGISTS OFFICIAL USE ONLY
– to be completed by the Chartered Institute for Archaeologists
This is not part of the instruction to your bank or building society

☐ Instalment DD payment ☐ Annual DD payment
(10 or less instalments June - March depending on set up date of DD)

Member name if different from account holder:

please note that cancellation of a Direct Debit does not constitute cancellation of Chartered Institute for Archaeologists membership

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

Instruction to your bank or building society
Please pay Chartered Institute for Archaeologists 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 Chartered Institute for Archaeologists and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference (for official use only)

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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.

DIRECT Debit

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 Chartered Institute for Archaeologists will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Chartered Institute for Archaeologists 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 Chartered Institute for Archaeologists 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 Chartered Institute for Archaeologists 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.