



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:

Large empty rectangular box for address or contact information.

Service user number

Service user number grid: 9 2 0 0 5 5

Official use box: For Intensive Care Society OFFICIAL USE ONLY. This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

Two stacked empty boxes for account holder name.

Bank/building society account number

Grid of 8 boxes for account number.

Branch sort code

Grid of 6 boxes for branch sort code.

Name and full postal address of your bank or building society

Form with fields for 'To: The Manager', 'Address', and 'Postcode'.

Instruction to your bank or building society

Please pay The Intensive Care Society 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 Intensive Care Society and, if so, details will be passed electronically to my bank/building society.

Signature and Date fields.

Reference

Grid of 14 boxes for reference number.

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 Intensive Care Society will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request The Intensive Care Society 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 Intensive Care Society 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 Intensive Care Society 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.

