

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



**The CIOBS
Drumsheugh House
38b Drumsheugh Gardens
Edinburgh
EH3 7SW**

Member's Full Name

Membership Number (if known)

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Member's Date of Birth

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Full Name(s) of Account Holder(s)

Bank/Building Society account number

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Sort Code of Account Holding Branch

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To the Manager	Bank/Building Society
	Postcode

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

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Business Address	_____
Tel	_____
Home Address	_____
Tel:	_____

Please indicate preferred mailing address by placing a in appropriate box. Business Home

Instruction to your Bank or Building Society
Until further notice please pay The Chartered Institute of Bankers in Scotland 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 Chartered Institute of Bankers in Scotland 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 from some types of account

This part 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 Chartered Institute of Bankers in Scotland will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request The Chartered Institute of Bankers in Scotland 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 Chartered Institute of Bankers in Scotland 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.
 - o If you receive a refund you are not entitled to, you must pay it back when The Chartered Institute of Bankers in Scotland 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.