ROYAL COLLEGE of PHYSICIANS of EDINBURGH

DIRECT Debit

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:

Membership Services Team (Subscriptions)
Royal College of Physicians of Edinburgh
9 Queen Street
Edinburgh
EH2 1JQ

Service user number

9	8	4	7	5	3

FOR RCPE OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Your Membership Reference Number

Please ensure that you provide us with the reference number of the Fellow or Member to which this Direct Debit Instruction (DDI) refers in the appropriate section below e.g. 007883. We will not be able to submit the DDI if this information is not provided or provided in an incorrect format

Annual or Monthly DD

Do you wish us to collect your subscription annually or monthly? Please tick as required:

Annually (on due date)	
Monthly	

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

Fellow or Member Reference

Instruction to your bank or building society
Please pay the Royal College of Physicians of Edinburgh 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 Royal College of Physicians of Edinburgh 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

DDI1

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Royal College of Physicians of Edinburgh (RCPE) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the RCPE 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 RCPE 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 RCPE 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.