

The Royal College of
Chiropractors



**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:

The Royal College of Chiropractors
Chiltern Chambers
St Peters Avenue
Reading RG4 7DH

Service user number

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Name(s) of account holder(s)

Reference

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Bank/building society account number

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Branch sort code

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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 The Royal College of Chiropractors 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 Chiropractors 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

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 Royal College of Chiropractors will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal College of Chiropractors 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 Royal College of Chiropractors 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 Royal College of Chiropractors 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.