

**CHARTERED INSTITUTE OF LINGUISTS**

# 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:

Freepost RTGS-ZXRS-GXZX  
 CHARTERED INSTITUTE OF LINGUISTS  
 Dunstan House (4th floor)  
 14a St Cross Street  
 LONDON  
 EC1N 8XA

Service user number

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FOR CHARTERED INSTITUTE OF LINGUISTS OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.  
 Please note that the reference field is your membership number.

Name(s) of account holder(s)


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 CHARTERED INSTITUTE OF LINGUISTS 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 OF LINGUISTS and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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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 CHARTERED INSTITUTE OF LINGUISTS will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request CHARTERED INSTITUTE OF LINGUISTS 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 OF LINGUISTS 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 OF LINGUISTS 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.