



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:

Posting within the UK Please Return to:
Freepost BIOS

Posting Outside the UK Please Return to:
Salisbury House
Station Road
Cambridge
CB1 2LA

Service user number

9	7	4	9	8	7
---	---	---	---	---	---

FOR BRITISH and IRISH ORTHOPTIC SOCIETY OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Important Information:

- Direct Debit payments are collected between 4th-6th; unless it's a weekend in which case they will be collected the next working day
- Please ensure we receive the completed form by 1st to join Direct Debit schedule for the following month- i.e 1st March to join Direct Debit schedule for 4th April

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	

Instruction to your bank or building society
Please pay the British and Irish Orthoptic 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 British and Irish Orthoptic Society and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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 British and Irish Orthoptic Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request British and Irish Orthoptic 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 British and Irish Orthoptic 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 British and Irish Orthoptic 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.