



# 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**  
**CIPFA**  
**Unit A2**  
**The Quadrant**  
**Sealand Road**  
**Chester West**  
**Cheshire**  
**CH1 4QR**

Service user number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 9 | 2 | 4 | 2 | 5 |
|---|---|---|---|---|---|

Name(s) of account holder(s)

|  |
|--|
|  |
|  |

Bank/building society account number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
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Branch sort code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Name and full postal address of your bank or building society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/building society |
| Address         |                       |
|                 |                       |
| Postcode        |                       |

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

Please tick the preferred method of payment shown below:

Annually (January only)

Monthly (January to June)

**Instruction to your bank or building society**

Please pay CIPFA 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 CIPFA 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

DD11

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 CIPFA will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request CIPFA 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 CIPFA 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 CIPFA 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.