



Instruction to your Bank or Building Society to pay direct debits

Please fill in the whole form using a ball point pen and send it to:

2nd Floor North,
Chancery Exchange,
10 Furnival Street,
London, EC4A 1AB

Service user number

9 3 0 1 1 5

For The Chartered Quality Institute official use only. This is not part of the instruction to your bank or building society.

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

Reference (Membership number/Registration number)

Instruction to your Bank or Building Society

Please pay The Chartered Quality Institute 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 Chartered Quality Institute 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 accounts

DDI 1 5/15

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 Chartered Quality Institute will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Chartered Quality Institute 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 Chartered Quality Institute 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 Chartered Quality Institute 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.