

## 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:		9 9 0 3 5 4						
Microbiology Society Charles Darwin House 12 Roger Street		FOR MICROBIOLOGY SOCIETY OFFICIAL USE ONLY This is not part of the instruction to your bank or building society						otv.
London WC1N 2JU		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		Instruction	on to your	bank or b	ouilding :	society		
Name and full postal address of your bank or building society  To: The Manager Bank/building society		Please pay Microbiology 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 Microbiology Society and, if so, details will be passed						
Address			cally to my	bank/bui	lding soo	ciety.		
Postcode		Signature(s)						
FOR MICROBIOLOGY SOCIETY OFFICIAL USE ONLY: MEMBERSHIP NO.								
		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 Microbiology Society will notify you 20 working days in advance of your account being debited or as otherwise agreed. If you request the Microbiology 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 the Microbiology 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 the Microbiology 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.