



# 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:

**Finance Team**  
**Royal College of Obstetricians & Gynaecologists**  
**10-18 Union Street**  
**London Bridge, SE1 1SZ**  
**UK**

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

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Address

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Postcode

Reference (RCOG Registration Number)

Service User Number

FOR ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS OFFICIAL USE ONLY

FREQUENCY OF PAYMENT:

This is not part of the instruction to your Bank or Building Society. Please indicate your preferred payment frequency.

Annual  Installments

Please complete the following:

Title Forename(s)

Surname

Address

Postcode

Email

**Instruction to your Bank or Building Society.** Please pay the Royal College of Obstetricians & Gynaecologists 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 Royal College of Obstetricians & Gynaecologists 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 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 Royal College of Obstetricians & Gynaecologists will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the Royal College of Obstetricians & Gynaecologists 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 Royal College of Obstetricians & Gynaecologists 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 Royal College of Obstetricians & Gynaecologists 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.

