Royal College of Speech and Language Therapists

Giving Voice

ROYAL COLLEGE OF SPEECH & LANGUAGE THERAPISTS

Option one: **Set up payment of fees by direct debit**

Please complete the direct debit mandate below

☐ I would like to set up a direct debit arrangement with the RCSLT and wish to pay my subscription in accordance with this Mandate by: ☐ Single annual payment ☐ Monthly instalments

ROYAL COLLEGE OF SPEECH & LANGUAGE THERAPISTS

Instruction to your bank or building society to pay by Direct Debit

DIRECT Debit

Please fill in the whole form using a ball point pen and send to:
The Membership Team, Royal College of Speech and Language Therapists,
2 White Hart Yard, London SE1 1NX

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Service user number

9	5	4	3	6	5

Reference

FOR Royal College of Speech and Language Therapists OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society
Please pay the Royal College of Speech and Language Therapists 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 Speech and Language Therapists and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

DDI7

Option two: **Payment by credit or debit card**

☐ I authorise you to debit my debit/credit* card with the sum of £ ..... (*delete as applicable)

Card No ..... Cardholder's name .....

Start date ..... Expiry date ..... Security code ..... Issue No .....

Card type ..... Signature ..... Date .....

IMPORTANT! Please save document before closing or details you have added will be lost.

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

DIRECT Debit

- 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 Speech and Language Therapists will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Royal College of Speech and Language Therapists 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 Speech and Language Therapists 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 Royal College of Speech and Language Therapists 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.