

**Please complete and return via email to:
Membership@rcsed.ac.uk**

**Instructions to your bank or building society
to pay by Direct Debit**

Name and full postal address of your UK or Ireland bank or building society

To: The Manager	Bank/building society
Address	

Service user number

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Name(s) of account holder(s)

1. You will be notified of your payment schedule when you return this DD mandate
2. If you choose annual DD, the date of payment will depend on when you return your mandate
3. If you choose monthly DD, the date of payment and the regular amount debited will depend on when you return your mandate
4. Reference: please ensure you enter your College reference in this box before returning (found on your subscription notification).
5. You can change payment arrangements at any time by emailing finance@rcsed.ac.uk
6. PLEASE SELECT YOUR PAYMENT OPTION:

Annual
Monthly

Bank/building society account number

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Branch sort code

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College Reference Number

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Instructions to your bank or building society

Please pay The Royal College of Surgeons of Edinburgh 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 Surgeons of Edinburgh 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 Surgeons of Edinburgh will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal College of Surgeons of Edinburgh 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 Surgeons of Edinburgh 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 Surgeons of Edinburgh 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.