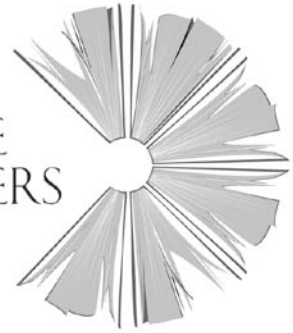




Instruction to your bank or building society to pay by Direct Debit

THE COLLEGE OF TEACHERS



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

The Membership Officer
 The College of Teachers
 at Institute of Education
 20 Bedford Way
 London
 WC1H 0AL

Service user number

8	5	2	2	5	9
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Name(s) of account holder(s)

Reference

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Bank/building society account number

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Branch sort code

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Instruction to your bank or building society

Please pay The College of Teachers 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 College of Teachers and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

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 College of Teachers will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request The College of Teachers 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 College of Teachers 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 College of Teachers 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.