



Instructions to your Bank or Building Society to pay Direct Debits



Originator's Identification Number

7 2 4 1 9 8

Please complete sections 1 to 5 to instruct your bank to make payments direct from your account. Then return the form to: The Chartered Institute of Journalists, PO Box 765, Waltham Abbey, EN8 1NT.

1 Name and full postal address of your Bank or Building Society branch

To: The Manager

_____ Bank / Building Society

_____ Post Code _____

2 Name of account to be debited

3 Branch sort code

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4 Bank / Building Society account number

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5 Your instructions to your bank or building society

- ◆ I instruct you to pay direct debits from my account at the request of the Institute of Journalists.
- ◆ The amounts are variable and may be debited on various dates.
- ◆ I understand that the Institute of Journalists may change the amounts and dates only after giving me prior notice, as per the Direct Debit Guarantee.
- ◆ I will inform the bank in writing if I wish to cancel the instruction.
- ◆ I understand that if any direct debit is paid which breaks the terms of this instruction, the bank will make a refund, as per the Direct Debit Guarantee.

Signature(s) _____

Date _____

6 Reference

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, you will be notified at least 10 days in advance, as per the agreement.
- If an error is made by The Chartered Institute of Journalists or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

