

Please cut off and keep this Direct Debit guarantee for your own records

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 Chartered Institute of Personnel and Development (CIPD) will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the CIPD 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 CIPD 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 CIPD 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.



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

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

Chartered Institute of Personnel and Development
151 The Broadway
London SW19 1JQ

Name(s) of Account Holder(s)

Branch Sort Code

Bank/building society account number

Name and full postal address of your bank or building society

To: The Manager Bank/building society

.....

Address

.....

..... Postcode

Originator's Identification Number



Reference (Membership number)

TO BE COMPLETED BY THE APPLICANT

This is not part of the instruction to your bank or building society.

Preferred payment option:

Single annual payment Quarterly payments

If neither box is marked, we will collect a single annual payment.

CIPD member name

Instruction to your bank or building society

Please pay the Chartered Institute of Personnel and Development (CIPD) 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 CIPD and, if so, details will be passed electronically to my bank/building society.

Signature

Signature

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.