

# Payment of ACCA subscription by direct debit



## Instruction to your bank or building society to pay by direct debit

Please complete sections A and B below, sign and return to:

**Customer Services ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW**

Please use BLOCK CAPITALS throughout



Originator's identification no.

**982468**

### SECTION A – Your details

Name \_\_\_\_\_ ACCA no.

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

#### Instruction to your bank or building society

Direct debits from the account detailed in this instruction are subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with ACCA and, if so, details will be passed electronically to my bank/building society.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION B – Bank/building society details

Please write the full name and postal address of your bank or building society branch below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of account to be debited (as printed on your cheque book)  
\_\_\_\_\_

Bank/building society account number

Branch sort code



#### THE DIRECT DEBIT GUARANTEE

The 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 paid or the payment dates change, ACCA will notify you 10 days in advance of your account being debited or as otherwise agreed.

If an error is made by ACCA, 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 ACCA.