

# Payment of ACCA subscription by direct debit

**ACCA IS ONLY ABLE TO COLLECT PAYMENT BY DIRECT DEBIT FROM THOSE WITH A UK BANK ACCOUNT.**

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

Please complete sections A and B below, and return your completed form to:

**Customer Operations, ACCA, 110 Queen Street, Glasgow G1 3BX, United Kingdom**

Please use BLOCK CAPITALS throughout

### 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 \_\_\_\_\_

### DATA PROTECTION

ACCA may use your personal data provided on this form for the purposes of:

- administration of payments
- responding to enquiries
- complying with our regulatory obligations.

You can update your information by contacting ACCA at any time. We may share information with our suppliers and our auditors.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of the EU as part of its operations and service delivery.

For more information on how your information and rights are respected, please access our privacy notice ([accaglobal.com/privacy](http://accaglobal.com/privacy)), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

### SECTION B – bank/building society details

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

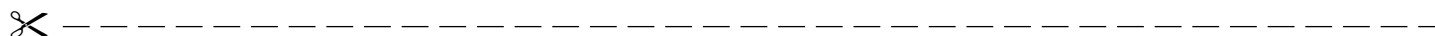
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Bank/building society account number

Branch sort code



### THE DIRECT DEBIT GUARANTEE

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, ACCA will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request ACCA 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 ACCA 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 if requested by ACCA.

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 ACCA.