



INSTRUCTION TO YOUR BANK TO PAY DIRECT DEBITS

Please complete name and full postal address of your bank

Association of Anaesthetists of Great Britain & Ireland

21 Portland Place London W1B 1PX England
Telephone (+44) (0)207 631 1650 Fax: (+44) (0)207 631 4352

To the Manager	Bank/Building Society
Address	
Postcode	

Service User Number (SUN)

995352

Membership Reference Number (to be completed by ADA)



Please complete this form to instruct your bank to make payments directly from your account.

THE COMPLETED FORM SHOULD BE RETURNED TO: The Specialist Societies Manager, Association of Dental Anaesthetists (ADA), 21 Portland Place, London, W1B 1PY

1. **Member's name** (in capitals please)

Surname First name

Payee's name if different from members name.....

Payee's email address

2. **Bank account details:**

Name of account holder

Sort code

Account Number

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Banks may refuse to accept instructions to pay direct debits from some types of account.

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 **Association of Anaesthetists of Great Britain & Ireland (ADA)** will notify you (at least 10 working days) in advance of your account being debited or as otherwise agreed. If you request the **Association of Anaesthetists of Great Britain & Ireland (ADA)** 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 **Association of Anaesthetists of Great Britain & Ireland (ADA)** 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 **Association of Anaesthetists of Great Britain & Ireland (ADA)** 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 notify us.

Signature Date