The Geological Society

# Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Please complete and return the top half of this form to The Geological Society, along with your Fellowship renewal form, in the envelope provided.

**Name and full postal address of your Bank or Building Society**

To: The Manager _____ Bank/Building Society

Address _____

_____

_____

Name(s) of account holder(s) _____

_____

Branch sort code | | | | | | |  Bank/Building Society account no. | | | | | | | | |

Reference no. *(office use only)* | | | | | | |  Fellowship Number | | | | | | | |

Service User Number **9 9 7 3 8 4**

**Instruction to The Geological Society. This is not part of the Instruction to your Bank or Building Society**

Please collect my payments at the following frequency *(tick one box)*

- ☐ Annually, on or about 1 November
- ☐ Bi-annually, on or about 1 November and 1 May
- ☐ Quarterly, on or about 1 November, 1 February, 1 May & 1 August

**Instruction to your Bank or Building Society**

Please pay The Geological Society 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 Geological Society and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

_____

_____

Date

_____

**Banks and Building Societies may not accept Direct Debit Instructions for some types of account.**

*PLEASE TEAR CAREFULLY ALONG THE PERFORATION AND SEND THE COMPLETED TOP HALF TO THE GEOLOGICAL SOCIETY WHILST RETAINING THE BOTTOM HALF*

## THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

**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 Geological Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Geological Society 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 Geological Society 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 Geological Society 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.

**Information from The Geological Society about Direct Debit payments we will collect for your 2020 renewal**

- If we receive your completed Direct Debit Instruction by **20 October 2019**, your first payment will be collected on or shortly after 10 November 2019. You can choose to pay in one, two or four parts.
- If instalment options are not selected or if mandate sent after the cut-off date for quarterly and bi-annual payments, we will collect in one instalment.
- The last date on which we can accept Direct Debit Instructions for 2020 fees is 19 April 2020. If we receive your Instruction **between 21 October 2019 and 19 April 2020**, you will not be able to pay your 2020 fees in two or four instalments. (We will be happy to set up payment in instalments for future renewals.) Your full payment for 2020 will be collected on or shortly after the collection date indicated below:

| **Instruction received by** | **Collection date** |
|---|---|
| 18 January 2020 | 10 February 2020 |
| 19 April 2019 | 10 May 2020 |

**To ensure your fees can be paid by instalments, please make certain your completed Direct Debit Instruction is received at Burlington House as soon as possible.**

**Please note that Direct Debits can only be set up for UK Bank/Building Society accounts.**

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