



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

Please complete the form and return by e-mail

Institute of Tourist Guiding  
 Room 209  
 Coppergate House  
 10 Whites Row  
 London  
 E1 7NF

Service User Number

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Name(s) of Account Holder(s)


Reference

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**Instruction to your Bank or Building Society**

Please pay Institute of Tourist Guiding 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 Institute of Tourist Guiding and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)


Date

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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 the Institute of Tourist Guiding will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Institute of Tourist Guiding 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 Institute of Tourist Guiding 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 Institute of Tourist Guiding 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.