



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

Please fill in the whole form using a ball point pen and send it to:

G C C G
 BM Box 5901
 LONDON
 WC1N 3XX

FOR GCCG OFFICIAL USE ONLY – This is NOT part of the instructions to your Bank or Building Society

Name(s) of Account Holder(s)

Originator's Identification Number

Reference Number

Bank/Building Society account number

Instruction to your Bank or Building Society
 Please pay GCCG 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 GCCG and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Signature(s)

Date

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 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 to be paid or the payment dates change GCCG will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by GCCG 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 us.

PAYMENT OF ANNUAL SUBSCRIPTION BY DIRECT DEBIT

We are pleased to be able to offer the facility of making your future payments by Direct Debit.

OVER 20 MILLION PEOPLE across the country now use Direct Debit to pay their regular bills. Direct Debit gives them peace of mind. It is the easiest, most convenient way to pay and is guaranteed.

THE EASY WAY TO PAY Once you have signed the Direct Debit instruction, payments will be arranged between your bank or building society and us. However you are still in control. The arrangement will continue for as long as you like, saving you the trouble of writing out and sending off cheques for your membership renewal. There is no need to remember when your renewal subscription is due to be paid and any changes to payment dates or amounts will be notified to you in advance.

YOU WILL ALWAYS BE IN CONTROL

You will *always* know in advance how much will be debited from your account and when. No money will be collected unless you have authorised it. Any subscription correspondence you receive from us will be for information and for you to check against your bank or building society statement, which show how much you have paid and the date the payment was made. An annual check of your statement will reassure you that payment has been made correctly.

EASY TO ARRANGE To pay by Direct Debit all you need to do is fill in this Direct Debit instruction supplied by us. Most of the information you need to fill in a Direct Debit instruction can be found on your cheques or alternatively on your bank or building society statement. You will need the following:

1. **Postal address of your bank or building society.**
2. **The name[s] of the account holder[s].**
3. **The branch sort code.**
4. **Your bank or building society account number.**

The originator/reference numbers will be filled in by us.

EASY TO CANCEL You can cancel a Direct Debit at any time. Just write to your bank or building society and send a copy to us. Please provide the following information:

1. **Our name**
2. **The name of the account holder**
3. **Branch sort code**
4. **Your bank or building society account number**
5. **Your reference number with us if possible**
6. **The amount of the payment [if known]**

FURTHER INFORMATION Banks and building societies only permit organisations with known integrity and sound financial and administrative capabilities to collect money by Direct Debit.

Only the authorised amount of money may be collected from your account. If this or the date of collection changes we have to inform you normally at least 10 working days in advance so that you have time to query the bill if necessary.

Most current accounts at banks and building societies can be used to make Direct Debit payments. Some special deposit accounts now allow them too – just ask your branch if you are unsure.

If an error is made either by us or your bank or building society you are guaranteed a full and immediate refund from your bank or building society of the amount paid.

There is no obligation on you to pay by Direct Debit and cheque or postal order payments can still be made. However standing order payments will no longer be offered and please never send cash.

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We will be happy to try and answer any further queries you may have. Please write to the
GCCG address or email
membership@gccg.org.uk

PLEASE KEEP THIS SHEET FOR YOUR INFORMATION
GCCG, BM BOX 5901, LONDON, WC1N 3XX

