

**PLEASE SEND A SCANNED COPY TO [DirectDebit@cisi.org](mailto:DirectDebit@cisi.org)**



### Notice to set up a Direct Debit (for UK bank accounts only)

Please find attached a completed Direct Debit Mandate form to pay for all subsequent membership renewals through a Direct Debit.

This is to be set on the below CISI membership profile.

Please tick:

1

### Monthly membership subscription

5

Annual membership subscription

Membership number:

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First name:

[illegible]

Surname:

[illegible]

Account Holder(s) email address (for advanced notice of collections):

[illegible][illegible]

I confirm that the Direct Debit Mandate form has been completed by the registered account holder(s) of the bank account, and this has been sent in the post as I understand the CISI and the bank require an original signature.

## Bank or Building Society to pay by Direct Debit

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

DirectDebit@cisi.org

(Customer Support: +44 20 7645 0777)

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Postcode

Reference (CISI Membership Number):

Service user number

8 5 9 0 0 5

For CISI official use only. This is not part of the instruction to your bank or building society.

Account Holder(s) email address

Member's Name

Membership Number

### Instruction to your Bank or Building Society

Please pay CISI 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 CISI 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

DDI 1 5/15

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