

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

Please fill in the whole form (except Official Use Only boxes) using a pen and send it to:

Faculty of Occupational Medicine
 2 Lovibond Lane
 Greenwich
 London SE10 9FY

Originator's Identification Number

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FOR FACULTY OF OCCUPATIONAL MEDICINE OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society

Name(s) of Account Holder(s)

Branch Sort Code

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Bank/Building Society account number

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Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society

Please pay the Faculty of Occupational Medicine 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 Faculty of Occupational Medicine and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number (OFFICIAL USE ONLY)

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FOM member's name (if different from that of Account Holder(s))

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