



# 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:

Chartered Institute of Public Relations  
CIPR Public Relations Centre  
52-53 Russell Square  
London  
WC1B 4HP

Originator's Identification Number

9	5	5	2	7	7
---	---	---	---	---	---

### Billing Address

Name(s) of Account Holder(s)
Address
Postcode

Reference Number (CIPR Membership Number)

--	--	--	--	--	--	--	--	--	--

### Instruction to your Bank or Building Society

Please pay the Chartered Institute of Public Relations 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 Chartered Institute of Public Relations and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

OFFICIAL USE ONLY (does not form part of the instruction to your bank or building society):

Annual subscription (one instalment)

Annual subscription (quarterly instalments)

(Please tick as appropriate)

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

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

DD12

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



- If there are any changes to the amount, date or frequency of your Direct Debit the Chartered Institute of Public Relations will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Chartered This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- Institute of Public Relations 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 Chartered Institute of Public Relations 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 Chartered Institute of Public Relations 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.