



## YOUR DETAILS

Title (Mr/Mrs/Miss etc)

Forenames/given names

Surname/family name

Firm name (if applicable)

Please complete the record number(s) and tick the appropriate services of all the items you wish to pay for by Direct Debit:

### Individual record number

ICAEW membership subscriptions  
Regulatory affiliate fees  
General affiliate fees  
Insolvency licence fees  
Insolvency affiliate fees  
Independent student fees

### Company record number

Audit affiliate fees  
Audit registration fees  
DPB (Investment Business) fees  
Probate accreditation fees  
Licensed practice scheme fees  
Anti-money laundering supervisory fees  
Student fees



## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole of this form using a ball point pen and email to [fin@icaew.com](mailto:fin@icaew.com)

Name and full postal address of your Bank or Building Society

Service User Number

9 3 0 1 2 9



Reference

To The Manager

\_\_\_\_\_ Bank/Building Society

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name(s) of account holder(s)

Bank/Building Society account number

Branch sort code

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### Instruction to your bank or building society

Please pay ICAEW 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 ICAEW and, if so, details will be passed electronically to my bank/building society.

Signature

Date

DD MM YY

**Banks and Building Societies may not accept Direct Debit instructions for 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 ICAEW will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request ICAEW 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 ICAEW 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 ICAEW 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.

