



## 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 **the ORIGINAL directly to your bank** and a copy to:

The Royal Incorporation of Architects in Scotland  
15 Rutland Square  
Edinburgh EH1 2BE

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Service user number

9	0	6	4	5	1
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For The Royal Incorporation of Architects in Scotland official use only  
This is not part of the instruction to your bank or building society.

### Instruction to your Bank or Building Society

Please pay The Royal Incorporation of Architects in Scotland Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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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 Royal Incorporation of Architects in Scotland will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request The Royal Incorporation of Architects in Scotland 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 Royal Incorporation of Architects in Scotland 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 Royal Incorporation of Architects in Scotland 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.