

2016



# Instruction to your Bank or Building Society to Pay Direct Debits



Originator's Identification Number

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Please fill in the whole form 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.

1. Name and full postal address of your Bank or Building Society branch

To: The Manager	
_____	
Bank or Building Society	
_____	
Address	
_____	
Postcode	_____

2. Name(s) of account holder(s) please print:

5. The Royal Incorporation of Architects in Scotland Reference (membership) number (for office use only)

3. Branch sort code

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6. Instruction to your Bank or Building Society: Please pay The Royal Incorporation of Architects in Scotland Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee.

4. Bank or Building Society account number

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Signature(s) _____
Date: _____

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

### 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 (RIAS) will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request RIAS 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 RIAS 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 RIAS requests.

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.