



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

**Membership Department**  
 Royal Society of Chemistry  
 Thomas Graham House  
 Science Park, Milton Road  
 Cambridge CB4 0WF  
 United Kingdom

Service user number

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**FOR ROYAL SOCIETY OF CHEMISTRY OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society.

Annual Direct Debit payments are collected on 1st January. Monthly Direct Debits payments are collected 1st of each month. If changing Direct Debit payment period (from annual to monthly or vice versa) do not cancel your existing mandate. Please amend your mandate. Cancelling one mandate and creating a new one can invalidate the new transactions within the banking system.

**Monthly Instalments**

Monthly instalments are available for subscriptions that total more than £61 provided that a suitable continuous mandate has been agreed in advance with the RSC. For a member with a UK bank account this is easy – Direct Debit. A member without a UK bank account must contact the RSC for information about alternative arrangements. There is no additional charge for paying your membership monthly. For any queries about payment by instalments, please e-mail membership@rsc.org or call the Membership Department on +44 (0)1223 432141.

Please note that monthly instalments are not available if

- You are claiming a subscription total below £61
- You are paying by cheque or BACS

Pay for your membership annually

Pay for your membership monthly

Name(s) of account holder(s)


Bank/Building Society Account Number:

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Branch sort 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 Royal Society of Chemistry 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 Royal Society of Chemistry and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Signature(s)

Date

Reference

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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 Royal Society of Chemistry will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Royal Society of Chemistry 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 Royal Society of Chemistry 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 Royal Society of Chemistry 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.