



# 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:**

British Orthopaedic Association  
Finance Team  
38-43 Lincoln's Inn Fields  
London  
WC2A 3PE

Service user number

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FOR BRITISH ORTHOPAEDIC ASSOCIATION OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Members Name:

Application Ref:

BOA Number: \_\_\_\_\_

Date Processed:

Date Sent to Bank: \_\_\_\_\_

The BOA will complete the reference field, after your application has been approved. We will use your BOA membership number e.g. BOA12345

**Instruction to your bank or building society**

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

Signature(s)

Date

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

**Name and full postal address of your bank or building society**

To: The Manager

Bank/building society

Address
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Postcode

## Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

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 British Orthopaedic Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request British Orthopaedic Association 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 British Orthopaedic Association 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 British Orthopaedic Association 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.