



Chartered
Institute
of Credit
Management

Payment

A Direct Debit **One payment** **12 payment** (please specify)

I will pay the amount by Direct Debit, and have completed the mandate below. I will return by post.

	Chartered Institute of Credit Management	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 to: Chartered Institute of Credit Management, The Water Mill, Station Road, South Luffenham, OAKHAM, LE15 8NB			
Name and full postal address of your bank or building society		Service user number	
To The Manager	Bank/Building Society	Reference	
Address			
Postcode			
Name(s) of account holder(s)		Instructions to your bank or building society Please pay the Institute of Credit Management Direct Debits from the account detailed in the instructions subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the Institute of Credit Management and, if so, details will be passed electronically to my bank/building society	
Bank/building Society account number		Signature (s)	
		Date	
Branch sort code			
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			
<ul style="list-style-type: none"> • 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 Institute of Credit Management will notify you 10 or more working days in advance of your account being debited or as otherwise agreed. If you request the Institute of Credit Management to collect a payment, confirmation of the amount and date will be given to you at the same time of the request. • If an error is made in the payment of your Direct Debit by the Institute of Credit Management or your bank/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 Institute of Credit Management 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 			

The Recognised Standard

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