



Please fill in the entire form and email to:

Royal College of General Practitioners  
Member Services Department

membership@rcgp.org.uk

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

Service user number

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Name(s) of account holder(s)

Member no: \_\_\_\_\_

GMC no: \_\_\_\_\_

Bank/building society account number

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Name of GP: \_\_\_\_\_

Branch sort code

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**Instruction to your bank or building society**

Please pay the RCGP 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 RCGP and, if so, details will be passed to my bank/building society.

Name of bank or building society

**Payment plan:** (no selection: Annual payment will be set up)

Annual Direct Debit (lump sum payment)

Quarterly Direct Debit instalments

Monthly Direct Debit instalments

Signature(s)
Date

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**



- 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 RCGP will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request RCGP 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 RCGP 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 RCGP 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.