

Please fill in the whole form using a ball point and send it to:

Membership Team
The Royal Town Planning Institute
41 Botolph Lane
London
EC3R 8DL

membership@rtpi.org.uk

Name (s) of account holder (s)

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UK bank/building society account number

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Branch sort code

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

To: The Manager	UK Bank/Building Society
Address	
	Postcode

Membership number

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

Service user number

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Member's name if not account holder

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Account holder's contact details if not the member

Email Address:
Postal Address:

Please select as appropriate:

- Annual instalment - amount is variable, to be debited on or shortly after 1st January.
- Monthly instalments - amount is variable, to be debited on or shortly after 1st of each month.
- Quarterly instalments - are variable, to be debited on or shortly after 1st January, 1st April, 1st July & 1st October.

Instruction to your UK bank or building society

Please pay the Royal Town Planning Institute (RTPI) Direct Debits from the account detailed in this instruction subject to the safeguards assured by Direct Debit Guarantee. I understand that this Instruction may remain with the RTPI and, if so, details will be passed electronically to my UK bank/building society.

Signature (s)
Date

UK 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 UK 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 Town Planning Institute (RTPI) will notify you 6 working days in advance of your account being debited or as otherwise agreed. If you request the RTPI to collect a payment, confirmation of the amount date will be given to you at the time of the request.
- If an error is made in payment of your Direct Debit, by the RTPI or your UK bank or building society, you are entitled to a full and immediate refund of the amount paid from your UK bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when the RTPI asks you to.
- You can cancel a Direct Debit at any time by simply contacting your UK bank or building society. Written confirmation may be required. Please also notify the RTPI.