

Payment of ACCA subscription by direct debit



Instruction to your bank or building society to pay by direct debit

Please complete sections A and B below, sign and return to:

Operational Delivery, ACCA, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW, United Kingdom

Please use BLOCK CAPITALS throughout



SECTION A – Your details

Name _____ ACCA no.

Address _____

Postcode _____

Instruction to your bank or building society

Direct debits from the account detailed in this instruction are subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with ACCA and, if so, details will be passed electronically to my bank/building society.

Signature _____ Date _____

SECTION B – Bank/building society details

Please write the full name and postal address of your bank or building society branch below

Name of account to be debited
(as printed on your cheque book)

Bank/building society account number

Branch sort code



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