

**This Direct Debit mandate supersedes any previously received from BACP**

**Direct Debit** **Instruction to your bank or building society to pay direct debits.**

**Please complete this form and send it to: British Association for Counselling and Psychotherapy, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire LE17 4HB**

Name(s) of account holder(s)

**(UK bank accounts only)**

Bank or Building Society account number

Branch sort code

Name and full postal address of your bank/building society

Postcode

Service User Number

**8 3 6 3 1 0**

This is not part of the instruction to your bank or building society. Payment will be taken on or around the 25th of the due month.

**Annual DD      Ten month DD**

*Please tick your choice*

**Instruction to your bank or building society**

Please pay the British Association for Counselling & Psychotherapy direct debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BACP and, if so, details will be passed electronically to my bank/building society.

Signature

Date

Membership no.

*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, the British Association for Counselling and Psychotherapy (BACP) will notify you a minimum of 14 working days in advance of your account being debited or as otherwise agreed. If you request BACP 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 BACP 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 BACP 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.