



## Botanical Society of Britain and Ireland

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

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

or email to gwynn.ellis@bsbi.org		This is I			<b>9</b>	6		
CF23 5BU or email to gwynn.ellis@bsbi.org Name(s) of account holder(s)	Membe	ership num		the instru			AND OFFICIAL USE ONLY or building society.	
		Membership number (if known)						
	Email a	address						
Bank/building society account number								
						PTO fo	or further information	
Branch sort code   Stranch sort code   Vame and full postal address of your bank or building society   To: The Manager Bank/building society	Please account the Dire with Bot	t detailed ect Debit	nical Soo in this Ir Guarante ociety of	ciety of E Istruction ee. I und Britain a	Britain an n subjec erstand ind Irela	nd Irelan It to the s that this nd and,	d Direct Debits from th safeguards assured by Instruction may remai if so, details will be	
Address	Signatu	re(s)						
Postcode	Date							
Reference	<u> </u>							
Banks and building societies may not accept Dire	ect Debit I	nstructio	ns for so	me type	s of acco	ount		
This guarantee should be detacl	ched and re	etained b	y the pay	yer.				





• 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 Botanical Society of Britain and Ireland will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Botanical Society of Britain and Ireland 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 Botanical Society of Britain and Ireland 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 Botanical Society of Britain and Ireland 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.

When completing the DD mandate:

- (1) Ignore the 'reference' box. The system will generate a unique reference number in the format BS (for Botanical Society) followed by six digits, which will be used to identify the mandate to collect subscriptions in all DD communications.
- (2) In the 'official use' box write in your membership number as shown on official communications and in the BSBI Membership List. If a new member please leave blank.
- (3) Please also print your email address (if you have one) clearly in the 'official use' box. The DD system automatically generates a notification of registration of the DD mandate and a 10 day advance notice of collection. Without an email address we have to print the notifications and post them to you.
- (4) It will be helpful if you indicate the calendar year to confirm when the subscription collection by DD starts.