



Botanical Society of Britain and Ireland



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

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

Membership Secretary
Botanical Society of Britain and Ireland
41 Marlborough Road
Roath
Cardiff
CF23 5BU

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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Service user number

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FOR BOTANICAL SOCIETY OF BRITAIN AND IRELAND OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Membership number (if known)

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Email address

Do not contact me by email about my Direct Debit

Instruction to your bank or building society

Please pay Botanical Society of Britain and Ireland 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 Botanical Society of Britain and Ireland and, if so, details will be passed electronically to my bank/building society.

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 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. If you don't want to be contacted by email about your Direct Debit please tick the box on the form.
- (4) It will be helpful if you indicate the calendar year to confirm when the subscription collection by DD starts.