

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

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

The Institute of Leadership & Management
 Pacific House
 Relay Point
 Wilnecote
 Tamworth
 B77 5PA

Name(s) of account holder(s)

Angelo Tubola
 Angelo Tubola

Bank / Building society account number

2 3 4 1 3 7 8 0

Branch sort code

6 7 5 3 1 2

Name and full address of your bank or building society

To: The Manager Bank/building society
 Address
 Postcode

Reference

[Empty reference box]

Service user number

9 8 4 3 7 5

FOR THE INSTITUTE OF LEADERSHIP & MANAGEMENT OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society

Please indicate frequency required:

Annually
 Monthly

Instruction to your bank or building society

Please pay The Institute of Leadership & Management Direct Debits form the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Institute of Leadership & Management 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 Debit
- If there are any changes to the amount, date or frequency of your Direct Debit The Institute of Leadership & Manage will notify you 10 working days in advance of you account being debited or as otherwise agreed. If you request The Institute of Leadership & Manage 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 The Institute of Leadership & Management 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 The Institute of Leadership & Management 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.