



Adam Allcock

**Important: Confirmation of the set-up of your Direct Debit  
Instruction, including future payment schedule**

Dear Adam Allcock

Having accepted your Direct Debit details, I would like you to confirm that they are correct. Please can you check that the list below including your payment schedule is correct.

- Account name: Adam Allcock
- Account number: XXXX80308
- Bank Sort Code: 601410
- Full Amount: £138.00

DD Payment Schedule

Amount	Collection Date
£138.00	01/12/2018

If any of the above details are incorrect please call us as soon as possible on 01543 266886 or email us at [membership@InstituteLM.com](mailto:membership@InstituteLM.com).

However, if your details are correct you need do nothing and your Direct Debit will be processed as normal. You have the right to cancel your Direct Debit at any time. A copy of the Direct Debit Guarantee is below.

For your information, the collections will be made using this reference which will appear on your statement.

- TILM
- Reference: 10367613

Yours sincerely

The Membership Team

### **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 Institute of Leadership & Management will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Institute of Leadership & Management 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.