



RTPI

mediation of space · making of place

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:

Subscriptions Team
 The Royal Town Planning Institute
 41 Botolph Lane
 London
 EC3R 8DL
 subscriptions@rtpi.org.uk

Service user number

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Member's name if not account holder

Account holder's full postal address if not the member

Address

Post Code

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

Post Code

Please tick as appropriate:

- Single instalment - amount is variable, to be debited on or shortly after 1st January.
- Four instalments - amounts are variable, to be debited on or shortly after 1st Jan, Apr, Jul & Oct.
- Optional Planning Theory & Practice - amount is variable, to be debited on or shortly after 1st Jan.

Instruction to your bank or building society

Please pay the Royal Town Planning Institute (RTPI) Direct Debits from the account detailed in this instruction subject to the safeguards assured by Direct Debit Guarantee. I understand that this Instruction may remain with RTPI and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Membership number

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI-16

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- This Guarantee is offered by all bank 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 Royal Town Planning Institute (RTPI) will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request RTPI 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 RTPI 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 RTPI ask 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 RTPI.