



Chartered
Institute of
Taxation

Instruction to your Bank or Building Society to pay by Direct Debit

Service user number

941154

Please pay The Chartered Institute of Taxation 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 The Chartered Institute of Taxation and, if so, details will be passed electronically to my bank/building society.

Please state your CIOT Membership Number:

Name(s) of Account Holder(s)

I wish to pay my annual subscription
(please circle preference)

Monthly Annually

Bank/Building Society Account Number

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Signature(s)

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Branch Sort Code

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Date

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Please return this form to:
**The Chartered Institute of Taxation,
30 Monck Street, London, SW1P 2AP**

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 The Chartered Institute of Taxation (CIOT) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Chartered Institute of Taxation 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 Chartered Institute of Taxation 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 Chartered Institute of Taxation 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.

