

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

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

Design Business Association  
35-39 Old Street  
London EC1V 9HX

Originator Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 7 | 2 | 4 | 7 | 7 | 2 |
|---|---|---|---|---|---|

Reference Number (allocated by DBA)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Name(s) of Account Holder(s)

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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        |                       |

### Instruction to your Bank or Building Society

- o Please pay the Design Business Association Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.
- o The amounts are variable and may be debited upon various dates - but only after prior notice is given by the Design Business Association
- o I will inform the Bank/Building Society in writing if I wish to cancel this instruction
- o I understand that this Instruction may remain with the Design Business Association and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

|  |  |
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Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts

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This guarantee should be detached and retained by the Payer

## The Direct Debit Guarantee



- o This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- o If there are any changes to the amount, date or frequency of your Direct Debit (the Design Business Association will notify you five working days in advance of your account being debited or as otherwise agreed. If you request the Design Business Association to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- o If an error is made in the payment of your Direct Debit, by the Design Business Association 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 Design Business Association asks you to
- o 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. Please make sure you are not in the middle of your membership year as you will be liable to pay the balance owed immediately.