

DIRECT DEBIT PAYMENT please complete sections A,B,C

**Part A. (PLEASE PRINT IN BLACK INK) DIRECT DEBIT PAYMENT ONLY**

EIS No.			
Surname			
Forename(s)			
Home Address			
			Post Code
Present Base			
			Post Code
<b>PAYMENT FREQUENCY</b> PLEASE CIRCLE THE APPROPRIATE CODE			
Yearly	02	Monthly	10

**Part B. SUBSCRIPTION CATEGORY** PLEASE CIRCLE THE APPROPRIATE CODE

<b>1</b> Full-time Permanent	<b>10</b> Part-Time Permanent <i>More than 50% of working week</i>	<b>3</b> Part-time Permanent <i>50% or less of working week</i>
<b>5</b> Full-time Temporary	<b>11</b> Part-time Temporary <i>More than 50% of working week</i>	<b>6</b> Part-time Temporary <i>50% or less of working week</i>
<b>2</b> Occasional	<b>12</b> Job Share <i>More than 50% of working week</i>	<b>7</b> Job Share <i>50% or less of working week</i>

**Part C. DIRECT DEBIT FORM**



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



Please fill in the form and send to The Educational Institute of Scotland, 46 Moray Place, Edinburgh EH3 6BH

Service User Number

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
_____	
Address	_____
_____	
Postcode	_____

Reference Number

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Instruction to your Bank or Building Society  
Please pay the Educational Institute of Scotland 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 Educational Institute of Scotland and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Bank/Building Society Account Number

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Branch Sort Code

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Signature(s)\*

Date

\* If more than one person is required to authorise debits on account, both signatures are required.

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This guarantee may 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 Educational Institute of Scotland will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Educational Institute of Scotland 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 Educational Institute of Scotland 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 Educational Institute of Scotland 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.

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