



Your subs made easy with
Direct Debit



DIRECT
Debit

union for professionals



Appendix A

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



Please fill in the whole form and send it to:
Prospect, FREEPOST KT2424, Chertsey, Surrey KT16 9BR

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Postcode	

Originator's Identification Number

9	7	4	0	3	9
---	---	---	---	---	---

Reference Number (for official use only)

--	--	--	--	--	--

Instruction to your Bank or Building Society

Please pay Prospect 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 Prospect and, if so, will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Bank or Building Society Account Number

Branch Sort Code (from the top right hand corner of your cheque)

--	--	--	--	--

Signature(s)
Date

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

Cessation of payment of Prospect subscription

Name and location of pay office

Company/government department where employed

Dear Madam/Sir,

I request that with immediate effect you cease deducting from salary my subscription for Prospect.

My personal details are: (BLOCK CAPITALS)

Surname

Forename(s)

Tel. No.

Staff/Employee No. (AS SHOWN IN PAY SLIP)

Signature

Date

FURTHER INFORMATION:

Prospect, FREEPOST KT2424,
Chertsey, Surrey KT16 9BR

T 01932 577007

E membership@prospect.org.uk

www.prospect.org.uk



Why pay by Direct Debit?

The great majority of Prospect members now pay their subscriptions by direct debit. The simplicity and convenience of direct debit give it obvious advantages over check-off:

- most employers charge Prospect a fee for operating check-off
- members must give their consent in writing to their employer for check-off deductions to be paid from salary
- direct debit payments are passed direct to Prospect, without delay and at far lower cost than check-off.

Direct debit enables you to pay monthly through your bank account with no further need to sign or return forms to your employer. For Prospect, direct debit is simpler, cheaper and quicker to operate than check-off. And there are important safeguards for members provided by the direct debit guarantee.

Please fill in the attached Direct Debit Instruction form and send it to us. We will forward the form to your bank who will then authorise payment from your bank account.

THE DIRECT DEBIT GUARANTEE

The Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme.

- If the amounts to be paid or the payment dates change, Prospect will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Prospect or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

Please complete the notice of cessation of payment of Prospect subscription overleaf



**DIRECT
Debit**

