



Please complete and return the top half of this form to The Geological Society, along with your Fellowship renewal form, in the envelope provided.

Name and full postal address of your Bank or Building Society

To: The Manager \_\_\_\_\_ Bank/Building Society

Address \_\_\_\_\_

\_\_\_\_\_

Name(s) of account holder(s) \_\_\_\_\_

\_\_\_\_\_

Branch sort code [ ][ ][ ][ ][ ][ ] Bank/Building Society account no. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Reference no. (office use only) [ ][ ][ ][ ][ ][ ][ ][ ] Fellowship Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Service User Number 9 9 7 3 8 4

Instruction to The Geological Society. This is not part of the Instruction to your Bank or Building Society

Please collect my payments at the following frequency (tick one box)

- Annually, on or about 1 November
 Bi-annually, on or about 1 November and 1 February
 Quarterly, commencing on or about 1 November

Instruction to your Bank or Building Society

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

Signature(s)

\_\_\_\_\_

\_\_\_\_\_

Date

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

PLEASE TEAR CAREFULLY ALONG THE PERFORATION AND SEND THE COMPLETED TOP HALF TO THE GEOLOGICAL SOCIETY WHILST RETAINING THE BOTTOM HALF

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 Geological Society will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by Geological Society 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.
You can cancel a Direct Debit at any time by simply contacting your bank or building society.

Information from The Geological Society about Direct Debit payments we will collect for your 2016 renewal

- If we receive your completed Direct Debit Instruction by 20 October 2015, your first payment will be collected on or shortly after 1 November 2015.
If you choose to pay in two or four parts, your second payment will be collected on or shortly after 1 February 2016.
The last date on which we can accept Direct Debit Instructions for 2016 fees is 19 April 2016.

Table with 2 columns: Instruction received by, Collection date. Rows: 18 January 2016, 19 April 2016.

To ensure your fees can be paid by instalments, please make certain your completed Direct Debit Instruction is received at Burlington House as soon as possible.

Please note that Direct Debits can only be set up for UK Bank/Building Society accounts.