

Please fill in the form using aBLACK ball point pen and enclose it with your renewal form to:

Institute of Transactional Analysis  
Suite 3 Broadway House  
149-151 St Neots Road  
Hardwick  
Cambridgeshire CB23 7OJ

Originators Identification Number

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Reference - FOR ITA OFFICIAL USE ONLY

(This is not part of the instruction to your Bank or Building Society)

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Name(s) of Account Holder(s)

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**Instruction to your Bank/Building Society**

Please pay the Institute of Transactional Analysis 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 Institute of Transactional Analysis and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Signature(s)

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Date

Name and full address of your Bank/Building Society Branch

To The Manager	Bank/Building Society
Address	
	Postcode

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

Effective 2011-2012 Membership Year  
*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 ITA will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the ITA 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 ITA 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 ITA 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 the ITA.

With effect from 1 January 2011