



The Association for
Clinical Biochemistry &
Laboratory Medicine

Better Science, Better Testing, Better Care



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen (except for the reference) and send it to:

Administrative Office
Association for Clinical Biochemistry and
Laboratory Medicine
130-132, Tooley Street
LONDON
SE1 2TU

Service user number

9 9 3 6 6 7

Name(s) of account holder(s)

[Empty box for account holder name]

Bank/building society account number

[Empty box for account number]

Branch sort code

[Empty box for branch sort code]

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

Reference

[Empty box for reference]

FOR ASSOCIATION FOR CLINICAL BIOCHEMISTRY AND
LABORATORY MEDICINE (ACB) OFFICIAL USE ONLY
This is not part of the instruction to your bank or building
society.

Please complete in block capitals

Full Name
and / or

Membership Number

Instruction to your bank or building society

Please pay **ACB** 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 **ACB** 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

DD11

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 ACB will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the ACB 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 ACB 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 ACB 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.