Direct Debit form

Pay by annual Direct Debit and save 5%

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

Please fill in the form and email to membership@bira.co.uk or post to Membership Dept, Bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

Tick below to indicate when you would like Bira to collect your payment:

☐ Monthly ☐ Annually (receive a 5% discount on your subscription)

Name and full postal address of your bank or building society:

To: The manager:.....Bank/Building Society:.....

Address:.....Postcode:.....

Name(s) of account holder(s):.....

Business trading name:.....

Service user number: 8 3 9 3 8 6 Bank/Building Society account number: ☐☐☐☐☐☐☐☐

Branch sort code: ☐☐☐☐☐☐ Reference (for office use only):.....

Instruction to your bank or building society: Please pay bira Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I/we understand that this Instruction may remain with bira and, if so, details will be passed electronically to our bank/building society.

Signature(s) Date

..../...../.....

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Direct Debit information

Important notes

The subscriptions payable for membership are determined using the value of annual turnover (excluding VAT). In the instance of a new business, a reasonable estimate will be used. The subscription is subject to VAT, and a VAT invoice will be forwarded following payment. The tax will normally be recoverable by VAT registered businesses. A renewal reminder will be issued a few weeks prior to the due date. You can contact the membership team for a copy of the Bira Constitution and Rules as they will apply to all members. The Bira Board of Management's right to refuse membership is final. No refund or part refund will be given should a member decide to cancel membership.

The Direct Debit Guarantee

This guarantee should be detached and retained by the Payer:

- 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 Bira will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Bira 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 Bira 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 Bira 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 Bira.