



# The Bar Council



## 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 and send it to:

Member Services  
 The Bar Council  
 289-293 High Holborn  
 London  
 WC1V 7HZ  
 DX: 240 LDE  
 E: MemberServices@BarCouncil.org.uk

Service user number

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FOR THE GENERAL COUNCIL OF THE BAR OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.

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Print payer's name:

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Print payer's address:

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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay the General Council of the Bar 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 General Council of the Bar and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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