



INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY

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:

Institute of Food Science & Technology
5 Cambridge Court
210 Shepherd's Bush Road
London
W6 7NJ

Service user number

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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	

FOR IFST OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.
Please enter details as clearly as possible and include the full address of your bank/building society.
If your subscription is being paid for by your employer it is your responsibility to inform them of the payment.
When leaving your employment, you must advise your employer and IFST to cancel your Direct Debit.
Refunds will not be given and employers are not entitled to members benefits belonging to a former employee.

Instruction to your bank or building society

Please pay IFST 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 IFST Membership Services and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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