



# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ballpoint pen and send it to:

British Orthopaedic Research Society t/a BORS  
Chancellor's Building  
49 Little France Crescent  
Edinburgh  
EH16 4SB

### Service User Number

2 7 5 5 4 3

Name(s) of Account Holder(s)  
\_\_\_\_\_

Bank or Building Society account number  
\_\_\_\_\_

Branch Sort Code  
\_\_\_\_ — \_\_\_\_ — \_\_\_\_

Name and full postal address of your Bank or Building Society

To The Manager:  
\_\_\_\_\_ Bank/Building Society  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Reference Number  
\_\_\_\_\_

For FastPay Ltd Re British Orthopaedic Research Society t/a BORS Official Use Only  
This is not part of the instruction to your Bank or Building Society  
**Dear Customer: Please Complete Below for Our Records**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Instruction to your Bank or Building Society

Please pay FastPay Ltd Re British Orthopaedic Research Society t/a BORS 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 FastPay Ltd Re British Orthopaedic Research Society t/a BORS 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.

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, FastPay Ltd Re British Orthopaedic Research Society t/a BORS will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd Re British Orthopaedic Research Society t/a BORS 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 FastPay Ltd Re British Orthopaedic Research Society t/a BORS 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 FastPay Ltd Re British Orthopaedic Research Society t/a BORS 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.