



Instruction to your bank or building society to pay direct debit

Please print and complete the entire form by hand and send it to: Risk and Compliance Service, The Law Society, 113 Chancery Lane, London WC2A 1PL (DX: 56 London/Chancery Lane)

Name and postal address of your bank or building society

To: The Manager	Bank or building society
Address	
Postcode	

Service User Number

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Reference

RCS

Instructions to your bank/building society

Please pay the Law Society 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 Law Society and, if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s)

Signature(s)

Bank/building society account number

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Date

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Branch Sort Code

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Banks and building societies may not accept direct debit instructions for some type of accounts

This guarantee should be detached and retained by the payer:

The direct debit guarantee



- The guarantee is offered by all banks and building societies that take part in the direct debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, the Law Society will inform you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Law Society or by your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel the direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.