



# 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:

Imaginative Minds Ltd  
(Society of Education Consultants)  
215 The Green House  
The Custard Factory  
Gibb Street  
Birmingham  
B9 4AA

Service user number

2 4 9 0 9 8

FOR IMAGINATIVE MINDS LTD OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Print your Name here:

Please select the type of membership that you are applying for:

Full Membership £108.00 pa

Small Business Membership (Up to 10 employees) £300.00 pa

Large Business Membership (Over 10 employees) £750.00 pa

Name(s) of account holder(s)

[Empty box for account holder name]

Bank/building society account number

[Empty box for account number]

Branch sort code

[Empty box for branch sort code]

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 Imaginative Minds Ltd 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 Imaginative Minds Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

[Empty box for reference]

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

DD11

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 Imaginative Minds Ltd will notify you 21 working days in advance of your account being debited or as otherwise agreed. If you request Imaginative Minds Ltd 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 Imaginative Minds Ltd 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 Imaginative Minds Ltd 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.