



BRITISH ASSOCIATION OF BRAIN INJURY CASE MANAGERS

Your Instruction to set up a NEW STANDING ORDER

Please write clearly in **Black Ink** in the spaces using capital letters or a cross the relevant boxes. All sections must be completed. Important – we cannot set standing orders or direct debits up on savings accounts.

Please return the **original** form to the BABICM office (copies are not acceptable). **Please take a copy for your records and original to be sent to: BABICM @ PO Box 199, Bury, BL8 9EJ**

1. Your Details

Your full name and address:

Postcode:

Sort code (being Debited) Account Number (being debited)
□ □ - □ □ - □ □ □ □ □ □ □ □ □ □ □ □

Bank Name:
Bank Address:

Post Code:

Your contact telephone number:

2. Details of your standing order

Does this instruction replace any existing Standing order or direct debit instructions? Yes No

If **yes** please advise details in special instructions below and arrange to cancel them.

First payment amount of
£ □ □ □ □ - □ □

Recipient's name:
British Association of Brain Injury Case Managers

Payment in words:

Recipient's bank and branch name:
Lloyds TSB Bank
Milton Keynes

First payment date (DD/MM/YYYY) (if you enter the date you sign this form, it will be set up and taken within 2-3 working days).
□ □ / □ □ / □ □ □ □

Recipient's sort code Recipient's account number
30-15-53 01197539

Usual payment amount TO BE PAID ANNUALLY FROM MEMBERSHIP RENEWAL DATE
£ □ □ □ □ - □ □

Please give details of any special instructions:

Annual payment in words:

Originators Reference = (Initial and Surname please)
□ □ □ □ □ □ □ □

MEMBERSHIP RENEWAL/ ANNUAL PAYMENT DATE
□ □ / □ □ / □ □ □ □

If your bank is not Lloyds TSB, please allow up to 3 working days for funds to reach BABICM's account.

Your Signature:

Date:

Final payment date (if applicable) or Until further notice
□ □ / □ □ / □ □ □ □

PLEASE FORWARD YOUR ORIGINAL STANDING ORDER FORM TO BABICM OFFICE (photocopies will not be accepted)

3. Your agreement with us

BABICM agree to notify you at least 21 days before the money for your annual renewal will be deducted from your account. The reminder will be by e-mail or post with your renewal forms. BABICM will notify you in plenty of time of any changes to subscription rates and a new standing order mandate will be sent to you at that time. BABICM also agree to pay back subscriptions that have been taken out of your bank in error, but please note that there will be no "part payment" refunds for cancellations made part way through a year.

Subscription Rates: Member £100 Advanced Member £100 Corporate £300
Definitions of the different categories of membership, along with their respective entitlements can be found at http://www.babicom.org/member_rates.htm