



DIRECT DEBIT INSTRUCTION

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

Originator's Identification Number

The General Teaching Council for
Scotland
Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

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This method of payment has been selected by the Council as a more convenient method of payment which ensure registration is maintained annually and offers:

- A secure method of payment
- If you are in employment during the months of March/April your employer may deduct the re-registration fee from your salary. If this is the case the Direct Debit will not be auctioned.
- Once you have signed the Direct Debit Instruction, it will continue until you cancel it.

Name(s) of Account Holder(s)

Branch Sort Code

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Bank/Building Society account number

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Instruction to your Bank or Building Society

Please pay the General Teaching Council for Scotland 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 General Teaching Council for Scotland and if so, details will be passed electronically to my Bank/Building Society.

To The Manager Bank/Building Society

Address

Postcode

Signature

Date

GTC Scotland Registration Number/ Membership Number

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account. This guarantee should be detached and retained by the Payer.

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 the General Teaching Council for Scotland will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the General Teaching Council for Scotland 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 the General Teaching Council for Scotland 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 the General Teaching Council for Scotland asks you to.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to the General Teaching Council for Scotland.