

Your Instruction to set up a  
**NEW STANDING ORDER**

Please write clearly in **Black Ink** in the spaces using capital letters or across the relevant boxes. Please complete section 1 only and then sign and date at the bottom of section 2.  
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 send the original to: BABICM, 318 Warth Business Centre, Warth Ind Park Warth Road, Bury BL9 9TB**

**1. Your Details**

Your full name and address:

Postcode:

Your contact telephone number:

Sort code (being Debited)

Account Number (being debited)

-   -     

Bank Name:

Bank Address:

Post Code:

**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.

Recipient's name:

British Association of Brain Injury Case Managers

Recipient's bank and branch name:

Lloyds Bank  
Milton Keynes

Recipient's sort code

30-15-53

Recipient's account number

01197539

Please give details of any special instructions:

First payment amount of

£    -

Payment in words:

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).

/   /

Usual payment amount

£    -

**TO BE PAID ANNUALLY FROM MEMBERSHIP RENEWAL DATE**

Annual payment in words:

**MEMBERSHIP RENEWAL/ ANNUAL PAYMENT DATE**

/   /

Originators Reference =      (Initial and Surname please)

If your bank is not Lloyds, 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/membership-categories.html>