

STEP

Society of Trust and
Estate Practitioners



Instruction to your Bank or Building Society to pay by Direct Debit

Please complete all details on this form using a ball point pen
and send it to:

Society of Trust and Estate Practitioners
Artillery House (South)
11-19 Artillery Row, London, SW1P 1RT

Originators Identification Number

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**THIS DIRECT DEBIT FORM CAN ONLY BE USED FOR
COLLECTING FROM UK STERLING ACCOUNTS**

**PLEASE RETURN YOUR REMITTANCE ADVICE
WITH THIS DIRECT DEBIT**

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

| | |
|----------------|-----------------------|
| To the Manager | Bank/Building Society |
| Address | |
| | |
| Postcode | |
| | |

Member Name (Block Capitals Please)

Instruction to your Bank or Building Society

Please pay Society of Trust and Estate Practitioners 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 Society of Trust and Estate Practitioners and, if so, details will be passed electronically to my Bank/Building Society.

Account Holder(s) Signature(s)

Print Name

Date

Reference Number (OFFICE USE ONLY)

| | | | | | | | | | | | | | | | | | | | |
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account



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 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 Society of Trust and Estate Practitioners will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Society of Trust and Estate Practitioners or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 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 us.