

Direct Debit Instruction

General Medical Council,
Fees Team, 3 Hardman Street, Manchester M3 3AW

Telephone: 0161 923 6602 (+44 161 923 6602 from outside the UK)
Email: registrationhelp@gmc-uk.org
Website: www.gmc-uk.org

General
Medical
Council

Regulating doctors
Ensuring good medical practice

Payment of your annual retention fee by Direct Debit (UK banks only)

If you are paying an annual retention fee and have a UK bank account you have the option to pay your fees by Direct Debit.

We recommend Direct Debit as a method of paying your annual fee because of the benefits to you and us:

Spreads the costs - Paying your fee by Direct Debit allows you to spread your fee over the year in quarterly or 10 monthly instalments or if you prefer you can pay in one full amount.

Gives you peace of mind - Payments are made automatically so your annual fee is never forgotten and your status on the Register is not put at risk.

Saves you time - Direct Debit takes the hassle out of paying your annual fee. You don't have to queue at your bank or fill out a cheque each time.

Cost-effective - Paying by Direct Debit is also the most efficient method for us, and so helps us to keep our costs down.

Guaranteed - You are protected by the Direct Debit Guarantee and can cancel your Direct Debit at any time.

The GMC is a charity registered in England and Wales (1089278) and Scotland (SC037750)
GMC/DDI/07DEC10 GMC0040

How to pay by Direct Debit

To pay your annual retention fees by Direct Debit simply detach and complete the Instruction below and return to us. We will write to you to confirm the set up of your Direct Debit.

If you pay by Direct Debit you have the option of paying your annual fee in one amount, or in quarterly or 10 monthly instalments.

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 General Medical Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the General Medical Council 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.
- If you receive a refund you are not entitled to, you must pay it back when the General Medical Council asks you to.

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

Please complete all sections, write clearly in black ink using capital letters and return the form to:

General Medical Council
Fees Team
3 Hardman Street
Manchester
M3 3AW

Originator's Identification Number

9 9 3 7 3 0



To the Manager

Bank or Building Society _____

Address _____

Post Code _____

This information will be used by the General Medical Council and is not part of the instruction to your bank or building society.

We will collect your fee in one annual amount unless you choose to pay in instalments by ticking the relevant box below.

- Please collect my fee in quarterly instalments
 Please collect my fee in 10 monthly instalments

Your registered name:

Reference (Your GMC reference number)

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Name(s) of account holder(s)

Bank or Building Society account number

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Branch Sort Code

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

Instructions to your Bank or Building Society

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

Signature(s)

Date