

Direct Debit Scheme for Annual Subscription Fee

Frequently Asked Questions



We're pleased to launch our Direct Debit Scheme, giving clients the option to pay their annual subscription fee by monthly direct debit split over 10 months. This document goes into detail about how the scheme works and provides answers to frequently asked questions.

What payments does the new Direct Debit Scheme cover?

The scheme covers payment of the ABC subscription fee only.

Is the scheme available for all clients?

The scheme is available to all clients based in the UK.

How will the scheme work?

When you sign up, your subscription invoice amount (including VAT) will be split evenly over 10 monthly payments (the first payment may vary slightly to get the invoice amount to be fully taken over the ten months). The first payment will be taken early in April and the last payment will be taken the following January. We'll send you written notification of all payment amounts and timings during March, after the invoice has been issued but before the first payment is due to be taken.

What if I sign up for the scheme after 1st April?

Payments will be taken but spread over the remainder of the period. For example, if you sign up during the month of May, the invoice will be spread over the remaining 8 months (through to January).

What if I want to cancel ABC membership for one of my titles part-way through the year?

ABC subscription fees cover the whole year and remain non-refundable. Therefore, the direct debits will continue for that title until the invoice has been collected in full.

Can I pay the subscription fee for some titles by Direct Debit and others by invoice?

No. For simplicity, when you sign up to the scheme, all titles you have in ABC membership will be included – it's not possible to sign up for some titles but not others.

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What if I register an additional title for ABC and I'm already signed up to the scheme?

You'll receive an invoice for the registration fee and subscription fee for the new title(s) once we receive the registration form. This invoice will need to be paid as a one-off item outside the direct debit scheme. The new title will be included in the direct debit scheme from the following 1st April.

Is it compulsory to pay my subscription fee by Direct Debit?

No, changing to a direct debit payment is entirely optional. You can continue to pay the subscription invoices as you're currently doing. As a reminder, these are issued at the beginning of March each year.

Can I also pay my ABC audit fees by Direct Debit?

No. For now, audit fees will continue to be paid in the usual way.

How do I sign up to the Direct Debit Scheme?

If you're interested in signing up to this scheme and only need one authorised individual to approve setup of the application process, please click on the link below to take you to our paperless sign up website. This will need to be completed by someone with the authority to authorise these debits from your bank account:

<https://pay.gocardless.com/AL0003WVG5RBJZ>

Alternatively, if you need multiple bank signatories, email us at directdebit@abc.org.uk and we'll email you a pdf copy of the direct debit instruction to complete and return to us.

How do I find out more?

If you have a query about any of the above, please don't hesitate to email us at: directdebit@abc.org.uk