

## **Staged Payment - Guidance Notes**

From 2009 members and pharmacy technicians on the practising register will be able to pay their retention fee in four equal quarterly instalments by direct debit.

### **When will the instalments be debited?**

The instalments will be debited in January, April, July and October.

### **Which fees can be paid by staged payment?**

Only a Practising fee can be paid by staged payment. It is not possible to pay the Non-Practising or Overseas fee by staged payment.

### **How do I set up a staged payment?**

A direct debit mandate can be downloaded from the Registration page of the Society's website, [www.rpsgb.org](http://www.rpsgb.org). Please complete and return to the Registration Section, 1 Lambeth High Street, London, SE1 7JN. Please ensure your mandate is returned no later than 15 November 2009.

### **What happens if I miss a payment?**

If you miss one quarterly payment the Society will write to you accordingly. You will then have 2 weeks to complete the one quarterly payment and maintain your direct debit. (Please note, this payment cannot be made by direct debit).

If you do not complete the one quarterly payment within 2 weeks your direct debit will be cancelled.

Following cancellation of your direct debit you will have six weeks to complete the full payment of your retention fee. For example, if you are paying the practising fee, £422 by staged payment and have made one successful payment of £105.50, you must pay the remainder, £316.50 in one single payment. (Please note, this payment cannot be made by direct debit).

If you do not complete the full payment of your retention fee within six weeks you will be erased from the register for non-payment of retention fees.

### **How do I cancel a staged payment direct debit?**

If you wish to cancel a staged payment direct debit before 17 December 2009 please call the Registration section on 020 7572 2322.

If you wish to cancel a staged payment direct debit after you have made a payment you will need to pay the difference between the amount you have paid and the full fee.

**If you have any additional questions or wish clarification on any point, please call the Registration section on 020 7572 2322 or email [registration@rpsgb.org](mailto:registration@rpsgb.org)**