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

**Please fill in the whole form including official use box using a ball point pen and send it to:**

Royal Anthropological Institute GB & IR
50 Fitzroy Street
London
W1T 5BT

**Originator's Identification Number**

| 6 | 9 | 1 | 2 | 3 | 7 |
|---|---|---|---|---|---|

FOR ROYAL ANTHROPOLOGICAL INSTITUTE GB&IR OFFICIAL USE ONLY
This is not part of the Instruction to your Bank or Building Society

Name _____

Address _____

_____

Postcode _____

I would like to set up an annual Direct Debit of:

£

Please debit my Bank/Building Society account on :
15th (month)

**Name(s) of Account Holder(s)**

**Bank/Building Society account number**

**Branch Sort Code**

**Name and full postal address of your Bank or Building Society**

To: The Manager — Bank/Building Society

Address

Postcode

**Reference**

**Instruction to your Bank or Building Society**
Please pay Royal Anthropological Institute GB & IR 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 Royal Anthropological Institute GB & IR and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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

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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Royal Anthropological Institute GB & IR will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Royal Anthropological Institute GB & IR to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Royal Anthropological Institute GB & IR or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Royal Anthropological Institute GB & IR asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.