# 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:**

Membership Secretary
UK Environmental Law Association
PO Box 487
Dorking
RH4 9BH

**Originator's Identification Number**

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FOR UK ENVIRONMENTAL LAW ASSOCIATION OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

**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 the UK Environmental Law Association 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 UK Environmental Law Association and if so, details will be passed electronically to my Bank/Building Society.

Signatures

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 any changes to the amount, date or frequency of your Direct Debit the UK Environmental Law Association will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the UK Environmental Law Association 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 the UK Environmental Law Association or your Bank or Building Society, you are entitled to a full and immediate 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 the UK Environmental Law Association 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.