The Hakluyt Society

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:

The Hakluyt Society
C/O Map Library
The British Library
96 Euston Road
London
NW1 2DB

Service User Number

4	3	4	3	8	5

The Hakluyt Society OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Important – Please complete these details:

Account Holder(s) Name & Address:

Name:

Address:

Postcode:

Email Address:

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

Instruction to your bank or building society
Please pay The Hakluyt Society 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 Hakluyt Society and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

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

DDI1

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, The Hakluyt Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Hakluyt Society 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, The Hakluyt Society 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 The Hakluyt Society 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.