

## Instruction to your Bank or Building Society to pay Direct Debits.

Originator's Identification Number

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**Please fill in the whole form and send it to:**

**ROYAL HISTORICAL SOCIETY, University College London, Gower Street, London WC1E 6BT**

<b>1. Name and full postal address of your Bank or Building Society branch</b>	<b>2. Name(s) of account holder(s)</b>
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To: The Manager _____ _____ Bank/Building Society  Address: _____  Postcode: _____	_____ _____ _____
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<b>3. Branch sort code</b>	<b>4. Bank or Building Society account number</b>
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<b>5. Reference Number (for office use only)</b>	
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<b>6. Instruction to your Bank or Building Society</b>
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Please pay the ROYAL HISTORICAL SOCIETY Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee.

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

Signature(s) _____	Date _____
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### 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 ROYAL HISTORICAL SOCIETY** will notify you at least 14 working days in advance of your account being debited as agreed.

If an error is made in the payment of your Direct Debit by **the ROYAL HISTORICAL 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 ROYAL HISTORICAL 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.