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, Ipswich Institute will notify you 15 working days in advance of your account being debited or as otherwise agreed. If you request Ipswich Institute 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 Ipswich Institute 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 Ipswich Institute 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.

IPSWICH INSTITUTE READING ROOM & LIBRARY

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

Please fill in this form and send it to: **The Ipswich Institute, 15 Tavern Street, Ipswich IP1 3AA**

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Originator's Identification Number

7	0	7	5	9	7

Reference Number

Instruction to your Bank or Building Society

Please pay **Ipswich Institute** 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 Ipswich Institute 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 from some types of account