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

Please fill in the whole form and send it to: BAAL Admin, c/o Dovetail Management Consultancy Ltd, PO Box 6688, London SE15 3WB.

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Originator's Identification Number

6	3	0	7	2	4

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

Instruction to your Bank or Building Society

Please pay the British Association for Applied Linguistics (BAAL) 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 British Association for Applied Linguistics and if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

DDI4

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

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This is not part of the Instruction to your Bank or Building Society and must be detached by the British Association for Applied Linguistics before submission to the Paying Bank.

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the British Association for Applied Linguistics (BAAL) will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the British Association for Applied Linguistics (BAAL) or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us at “the British Association for Applied Linguistics c/o Dovetail Management Consultancy Ltd, PO Box 6688, London SE15 3WB”.