Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Association of Social Anthropologists
PO Box 5233
Brighton
BN50 9YW

Service user number

9	7	3	8	0	4

Name(s) of account holder(s)

Reference (TO BE COMPLETED BY ASA OFFICE)

Bank/building society account number

Branch sort code

Instruction to your Bank or Building Society

Please pay the Association of Social Anthropologists 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 Association of Social Anthropologists and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI2

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 Association of Social Anthropologists will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the Association of Social Anthropologists 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 Association of Social Anthropologists 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 Association of Social Anthropologists 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.