



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

Please complete the form using a ball point pen and return to:

The Honourable Company of Air Pilots  
Dowgate Hill House  
14 – 16 Dowgate Hill  
LONDON  
EC4R 2SU

Service User Name

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Reference (Please leave Blank)

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Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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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 Honourable Company of Air Pilots 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 Honourable Company of Air Pilots 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 for some types of account



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 Honourable Company of Air Pilots will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Honourable Company of Air Pilots 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 Honourable Company of Air Pilots 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 Honourable Company of Air Pilots 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.