

Secretariat: Mediscript Ltd
 1 Mountview Court · 310 Friern Barnet Lane · London N20 0LD
 Tel: +44 (0)20 8369 5380 · Fax: +44 (0)20 8446 9194 · Email: bhiva@bhiva.org · Web: www.bhiva.org

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



Please fill in the whole form and post to the Secretariat at the address below.
(Only originals are acceptable)

Post the original form to:

BHIVA Secretariat, 1 Mountview Court, 310 Friern Barnet Lane, London N20 0LD

Name(s) of Account Holder(s)

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| | |

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 7 | 6 | 8 | 4 | 6 | 8 |
|---|---|---|---|---|---|

Bank/Building Society account number

| | | | | | | | | | |
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Reference Number *(To be completed by BHIVA)*

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay the **British HIV Association** Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the British HIV Association and, if so, details may be passed electronically to my Bank/Building Society.

Name and full address of your Bank or Building Society

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|-----------------------|-------------------------|
| To: The Manager | Bank / Building Society |
| Address: | |
| | |
| | |
| | |
| Postcode: | |

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|---------------|
| Signature(s): |
| |
| Date: |

✂️ ----- Banks or Building Societies may not accept Direct Debit instructions for some types of account. -----

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit, the British HIV Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the British HIV Association 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 British HIV Association 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 British HIV Association 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 the British HIV Association.

