

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



Originator's Identification number

626756

Please complete the whole of this form (except for the reference number) and send it to:
The Friends' Administrator, Oxford Botanic Garden, Rose Lane, Oxford, OX1 4AZ

Name(s) of Account Holder(s)

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Bank/Building Society Account No

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Reference No

The Friends' Administrator will complete this

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Branch Sort Code

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Name and full postal address of your Bank or Building Society Branch

To The Manager Bank/Building Society

Address

..... Postcode

Instruction to your Bank/Building Society

Please pay The Friends of Oxford Botanic Garden & Harcourt Arboretum 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 Friends of Oxford Botanic Garden & Harcourt Arboretum, and if so, details will be passed electronically to my Bank/Building Society.

Signed Date

Please also print your name

Please note that 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 Friends of Oxford Botanic Garden & Harcourt Arboretum will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Friends of Oxford Botanic Garden & Harcourt Arboretum 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 Friends of Oxford Botanic Garden & Harcourt Arboretum 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 Friends of Oxford Botanic Garden 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.