



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:

Finance Department
Highland Hospice
Ness House
1 Bishop's Road
Inverness
IV3 5SB

Name(s) of Account Holder(s)

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	

ID – for office use only

Full Name:

Address/Postcode:

Originator's Identification Number

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Reference Number (For Office Use Only)

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Instruction to your Bank or Building Society

Please pay Highland Hospice Trust 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 Highland Hospice and, if so, details will be passed electronically to my Bank/Building Society.

I wish to make a regular donation of £_____ monthly/quarterly/annually

Gift Aid Declaration

- I want Highland Hospice to reclaim tax on all donations I have made over the past four years and all donations in the future until I notify you otherwise. I am a taxpayer and pay an amount of income tax or capital gains tax at least equal to the tax reclaimed on my donations.
- No I am not a taxpayer

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account
Highland Hospice is a registered Scottish charity, no. SC011227

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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 Highland Hospice will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Highland Hospice, 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.