



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

**Harvard Business School Club of London
PO Box 201, Saffron Walden, CB10 9DB**

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

Full Name (please print)

Contact Phone Number

LEFA/Email Address

Originators Identification Number

To The Manager	Bank/Building Society
Address	
Postcode	

4	1	5	2	7	5
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Name(s) of Account Holder(s)

Instruction to your Bank or Building Society

Please pay Harvard Business School Club of London 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 Harvard Business School Club of London and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Reference

HBS	4	1	5	2	7	5													
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Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society.
- If the amounts to be paid or the payment dates change Harvard Business School Club of London will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Harvard Business School Club of London or your Bank or Building Society, 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.