



Reg Charity Nos, 1051610, SC039682



# 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:

**LUPUS UK**  
**St James House**  
**Eastern Road**  
**Romford, Essex**  
**RM1 3NH**

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        |                       |

Reference Number (FOR OFFICE USE ONLY)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 4 | 1 | 5 | 8 | 0 | 0 |
|---|---|---|---|---|---|

For LUPUS UK Official use only

This is not part of the instruction to your Bank or Building Society

Membership Subscription:

£..... (UK £10 or £15 joint)

£..... Donation if wished

£..... Total to be Debited Annually

Membership Number .....

### Instruction to your Bank or Building Society

Please pay LUPUS UK 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 LUPUS UK 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 accounts

**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, LUPUS UK will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LUPUS UK to collect 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 LUPUS UK 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 LUPUS UK 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.