



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 to:

The Henley Festival Trust
14 Friday Street
Henley-on-Thames
Oxon RG9 1AH

Name(s) of account holder(s)

Two empty rectangular boxes for account holder name.

Originator's Identification Number:

Grid containing the numbers 4, 1, 2, 7, 9, 6.

Reference number (For office use only):

Empty grid for reference number.

Bank/Building Society account number

Grid for bank/building society account number.

Branch sort code

Grid for branch sort code.

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

Form with fields for To the Manager, Bank/Building Society, Address, and Postcode.

Instruction to your Bank or Building Society:

Please pay Henley Festival 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 The Henley Festival Trust and, if so, details will be passed electronically to my Bank/Building Society.

Form with fields for Signature(s) and Date.

Banks and Building Societies may not accept Direct Debit instructions from 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 Henley Festival Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by Henley Festival Trust 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.
You can cancel a Direct Debit at any time by simply contacting your bank or building society. Please also send a copy to us.