



Scottish Chamber Orchestra

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:

**Scottish Chamber Orchestra
FREEPOST RTJJ-SURA-JKSG
4 Royal Terrace
Edinburgh
EH7 5AB**

Name(s) of Account Holder(s)

Bank/Building Society Number
| | | | | | | |

Branch Sort Code
| | - | | - | |

Name and Full Postal Address of your Bank or Building Society
To: The Manager Bank/Building Society

Address

Postcode

Reference (to be completed by Scottish Chamber Orchestra)
SCOP _ _ _ _ _

Service User Number

5 5 9 8 9 3

I would like to support the Scottish Chamber Orchestra with a regular gift of:
**£ _____ per (month/quarter/year)*
for a period of _____ years.**
Please debit my Bank/Building Society account starting on:
1st _____ / _____ (month/year)
* Please delete as appropriate

Instruction to your Bank or Building Society
Please pay the Scottish Chamber Orchestra Ltd 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 Scottish Chamber Orchestra Ltd 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 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 Scottish Chamber Orchestra will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Scottish Chamber Orchestra 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 Scottish Chamber Orchestra 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 Scottish Chamber Orchestra 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.