



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



Please fill in the whole form and return to:  
Harriet Churchill  
[h.churchill@sheffield.ac.uk](mailto:h.churchill@sheffield.ac.uk)  
Sociological Studies, University of Sheffield.

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

To: The Manager

Bank/Building Society

Address of the bank

Postcode

## Name(s) of Account Holder(s)

## Bank/Building Society account number

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## Branch Sort Code

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## Service User Number

6	9	1	2	1	3
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CAF, Kings Hill, West Malling, Kent, ME19 4TA

## Instruction to your Bank or Building Society

Please pay Charities Aid Foundation 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 Charities Aid Foundation and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date:

*This is not part of the Instruction to your Bank or Building Society and will be detached by the Membership Administrator for the UK Social Policy Association*

## Personal Details for Direct Debit set up

Home address (for bank details above).....

Postcode.....

Email address.....

## Membership/ Donation Details

	Annual income	Annual subscription/ donation	Tick
Type 1	Less than £15,000	£40	
Type 2	£15,000–£29,999	£75	
Type 3	£30,000–£49,999	£95	
Type 4	£50,000 or more	£125	

Frequency of payment: **Annual**, commencing on:

01 /   /

*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, Charities Aid Foundation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation 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 Charities Aid Foundation 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 Charities Aid Foundation asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.