

Instruction to your Bank or Building Society to  
Pay by Direct Debits



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Please fill in the whole form including the official use only box and return it to:

Ravelston Sports Club,  
Stewart's Melville College,  
3 Queensferry Road,  
Edinburgh,  
EH4 3EZ

1. Name and full postal address of your Bank or Building Society branch.

To: The Manager	
Bank or Building Society	
Address	
Postcode	

2. Name(s) of Account Holder(s)


5. Ravelston Sports Club Reference Number

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3. Bank or Building Society account number.

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4. Branch Sort Code (from the top right hand corner  
of your cheque)

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6. Instruction to your Bank or Building  
Society. Please pay Ravelston Sports Club Direct Debits  
from the account detailed on this instruction  
subject to the safeguards assured by  
The Direct Debit Guarantee. I understand  
that this instruction may remain with  
Ravelston Sports Club 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.

FOR RAVELSTON SPORTS CLUB OFFICIAL USE ONLY

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

Name(s) of Members

	Name	Membership Number	Cat		Name	Membership Number	Cat
1)				4)			
2)				5)			
3)				6)			

The Direct Debit Guarantee



This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.

If there are any changes to the amount, date or frequency of your Direct Debit Ravelston Sports Club will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ravelston Sports Club 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 Ravelston Sports Club 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 Ravelston Sports Club asks you to.

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.

This guarantee should be detached and retained by the Member