




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

Please fill in the whole form including official use box using a ball point pen and send it to:

Poppyscotland  
New Haig House  
Logie Green Road  
Edinburgh  
EH7 4HR

Scottish Charity No SC014096 Poppyscotland is a company limited by guarantee. Registered in Scotland No 194893



Originator's Identification Number

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FOR THE EARL HAIG FUND SCOTLAND OFFICIAL USE  
This is not part of the instruction to your Bank or Building Society.

Name:  
Address:  
Phone:  
Email:

I would like to set up a Direct Debit of:

£ . Monthly / Quarterly / Annually

Please debit my Bank/Building Society account on :  
1<sup>st</sup>  15<sup>th</sup>

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

**Instruction to your Bank or Building Society**

Please pay Earl Haig Fund Scotland 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 Earl Haig Fund Scotland and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference

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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 Earl Haig Fund Scotland will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request 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 Earl Haig Fund Scotland 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 Earl Haig Fund Scotland 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.

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Make your donation worth more with Gift Aid and Poppyscotland will continue to receive an extra 25p from HM Revenue & Customs for every £1 you donate – at no additional cost to you.

**From the date of this declaration, I want Poppyscotland to treat all qualifying donations I have made in the last four years and in the future as Gift Aid donations, until I notify you otherwise.**

**I confirm I have paid or will pay an amount of UK Income Tax and/or Capital Gains Tax for each tax year that is at least equal to the amount of tax that all the charities that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify.  (please tick box)**

Data Protection – Poppyscotland would like to keep in touch with you regarding all aspects of our important work. If you would prefer not to hear from us at all in the future other than regarding your regular donation, please tick here.