



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:

Hayling Island Sailing Club
Sandy Point
Hayling Island
Hampshire
PO11 9SL

Originators Identification Number

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Reference (OFFICE USE ONLY)

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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/Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay Hayling Island Sailing Club 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 Hayling Island Sailing 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



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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Hayling Island Sailing Club will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Hayling Island Sailing Club or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 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.

Conditions of the HISC direct debit scheme

- **Only membership subscriptions, mooring fees, winter layup (where applicable) can be paid by monthly direct debit.**
- **Boat fees can be paid by direct debit, these are taken as a lump sum in February each year.**
- **Direct debits are requested from your bank on the 1st of each month.**
- **Mandate forms need to be submitted no later than 1st December for the following year. Any forms submitted after this date will be returned unprocessed.**
- **If for any reason, relating to you and you bank, your direct debit payment fails you will be required to pay the outstanding amount due within 14 days of our notification to you that it has failed.**
- **One mandate form is required for each membership; therefore if you hold a Family or Adult Single membership and are paying for a Youth membership also you will need to submit two separate mandate forms.**
- **Change of details; if you have changed your bank details and are not sure your bank has passed on the new details to us; please submit a new mandate form to ensure that we have the correct details before the direct debit run starts.**