

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

Please fill in the whole form in block capitals and send to:

VisitEngland Quality Assessment Services Grove House Lutyens Close, Chineham Court Basingstoke Hampshire RG24 8AG
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Service user number

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Name(s) of account holder(s)


FOR BRITISH TOURIST AUTHORITY T/A VISITBRITAIN OFFICIAL USE ONLY This is not part of the instruction to your bank or building society	
	<h3>Direct Debit Mandate</h3>

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	

**Instructions to your bank or building society**

Please pay the British Tourist Authority T/A VisitBritain 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 British Tourist Authority T/A VisitBritain and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference number (to be completed by VisitEngland Assessment Services)

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Name and address of establishment

Banks and building societies may not accept Direct Debit Instructions for some types of accounts

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 British Tourist Authority T/A VisitBritain will notify you 12 working days in advance of your account being debited or as otherwise agreed. If you request the British Tourist Authority T/A VisitBritain 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 British Tourist Authority T/A VisitBritain 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 British Tourist Authority T/A VisitBritain 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.