

# GLYNDEBOURNE

## INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please complete the form and return it to:  
Membership Department, Glyndebourne, Lewes, East Sussex BN8 5UU

To: The Manager (Name of Bank).....

Bank address .....

..... Postcode .....

Name (s) of account holder(s) .....

Bank and Building Societies may not accept Direct Debit instructions from some types of account.

Bank/Building Society Acc No:

Branch Sort Code:

Service User Number: 724537                      Our Reference:

*Instructions to your Bank or Building Society:* Please pay Glyndebourne Productions Ltd 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 Glyndebourne Productions Ltd and, if so, details will be passed to my Bank/Building Society.

Signature(s) ..... Date .....

.....✂.....  
**The Direct Debit Guarantee** (the guarantee should be detached and retained by the payer).

- The 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 Glyndebourne Productions Ltd will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Glyndebourne Productions Ltd 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 Glyndebourne Productions Ltd 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 Glyndebourne Productions Ltd 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.