

Leaflet F10: Direct Debit Instruction Form

Guidance Notes on the completion of this Form

These notes are offered for guidance by The Baptist Union of Great Britain

1 Introduction

Direct debit is an automated payment method. The form below is an instruction from you to your bank or building society to authorise Baptist Union of Great Britain to collect money from your account but only if we have given you advanced notice of the amount and collection date.

Direct debit is a convenient way to pay both regular and occasional amounts.

To set up a Direct Debit Instruction (DDI) you will need to supply the following:

- Name and address of your bank / building society
- Your bank / building society account number
- Branch sort code of your bank / building society and the names on the account
- Please leave the reference number blank as we will complete this for you
- When sending in your form, please let us know if you would prefer to pay in one annual sum or spread your subscription over 4 payments. The first payment will be taken on or around the end of February and all subsequent payments will be taken on or around 15th May, 15th August and 15th November.

Please print and complete the DDI form below making sure you sign and date it before returning it to the Baptist Union of Great Britain for processing.

The foregoing notes are offered by way of general information to Baptist churches but neither the contributor nor the Baptist Union of Great Britain can accept responsibility for any loss arising from any action, or failure to take action, in consequence of material contained therein. If in doubt independent professional advice should be sought.

Finance Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT
Tel: 01235 517700 Email: financeoffice@baptist.org.uk Website: www.baptist.org.uk
BUGB operates as a charitable incorporated organisation (CIO) with registered Charity Number: 1181392

Updated 21 November 2023

