



# 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:

The Queen's Nursing Institute  
 Freepost Plus RLUE-SCYR-GHBG  
 3 Albermarle Way  
 London  
 EC1V 4RQ

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	

Reference Number

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Service User Number (SUN)

<b>2</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>7</b>
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FOR PSL re The Queen's Nursing Institute Ltd OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.  
**Important** – Please complete these details:

Account Holder(s) Name & Address:

Name:
Address:
Postcode:
Email Address:

Instruction to your bank or building society

Please pay PSL re The Queen's Nursing Institute 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 PSL re The Queen's Nursing Institute Ltd 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 from some types of account

DD11

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 PSL re The Queen's Nursing Institute Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request PSL re The Queen's Nursing Institute 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 PSL re The Queen's Nursing Institute 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 PSL re The Queen's Nursing Institute 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.

REGISTERED CHARITY NUMBER 213128



I would like to pay The Queen's Nursing Institute the sum of £\_\_\_\_\_ starting on 1st/15th (delete as appropriate) of \_\_\_\_\_/\_\_\_\_ (month/year) and afterwards on the same day MONTHLY/QUARTERLY/YEARLY (delete as appropriate).

Gift Aid Declaration

Please treat

The enclosed gift of £..... as a Gift Aid donation; OR

All gifts of money that I have made in the last four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.

*giftaid it*

(please tick the appropriate box)

I confirm that I have paid an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that can be reclaimed.

Please print your details below clearly in capital letters.

Donor's details :

TITLE.....

NAME .....

HOME ADDRESS .....

.....

.....

POST CODE .....

SIGNATURE ..... DATE .....

The QNI will reclaim 25p of tax for every £1 you give.

If you pay income tax at the higher rate, you must include all Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

Please tick here if you do **not** wish to receive free newsletters or other publications from The Queen's Nursing Institute.

Please return this form to: The Queen's Nursing Institute, Freepost Plus RLUE-SCYR-GHBG, 3 Albemarle Way, London EC1V 4RQ.

