*the* FRIENDS *of*

PENLEE HOUSE

*Gallery & Museum*

DIRECT Debit

# 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:

Friends of Penlee House Gallery & Museum
Morrab Road
PENZANCE
Cornwall
TR18 4HE

**Originator's Identification Number**

| 4 | 1 | 4 | 2 | 8 | 5 |
|---|---|---|---|---|---|

**Reference Number**

**Name(s) of Account Holder(s)**

**Bank/Building Society account number**

**Branch Sort Code**

**Name and full postal address of your Bank or Building Society**

To the Manager — Bank/Building Society

Address

Postcode

**Instruction to your Bank or Building Society**

Please pay Penzance Town Council re The Friends of Penlee House Gallery 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 Penzance Town Council re The Friends of Penlee House Gallery 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.**

DIRECT Debit

## 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 Penzance Town Council re Friends of Penlee House Gallery will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Penzance Town Council re Friends of Penlee House Gallery 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 Penzance Town Council re Friends of Penlee House Gallery 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 Penzance Town Council re Friends of Penlee House Gallery asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may also be required. Please also notify us.

PENLEE HOUSE GALLERY & MUSEUM, MORRAB ROAD, PENZANCE, CORNWALL TR18 4HE. TEL 01736 363625 FAX 01736 361312