



Headway - the brain injury association

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:

Headway The Brain Injury Association
 Bradbury House
 190 Bagnall Road
 Old Basford
 Nottingham
 NG6 8SF

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

Reference

Service User Number

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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 Headway - the brain injury association 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 Headway - the brain injury association and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Amount	Monthly/annually	Start date		
		Day	Month	Year
		1st/10th/20th		

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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Gift Aid Declaration: Yes I would like to increase the value of all donations I have made to Headway – the brain injury association for the past four years and all future donations until I notify you otherwise. I understand that if I pay less Income tax and/or Capital Gains tax than the amount claimed on all my donations in that tax year is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

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 Headway The Brain Injury Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Headway The Brain Injury Association 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 Headway The Brain Injury Association 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 Headway The Brain Injury Association 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.