Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the form and send to:
IAC - The Film & Video Institute, Dorset House, Regent Park, Kingston Road, Leatherhead KT22 7PL

Name and full postal address of your Bank or Building Society

To: The Manager Bank / Building Society
……
Address:
……

Post code:

Originator's Identification Number

9 4 0 3 5 6

FOR IAC OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Name(s) of Account Holder(s)

Bank / Building Society Account Number

Branch Sort Code

Reference Number (to be completed by the IAC Office)

Instruction to your Bank or Building Society.
Please pay the Institute of Amateur Cinematographers 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 the Institute of Amateur Cinematographers 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

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 the Institute of Amateur Cinematographers will notify you 21 working days in advance of your account being debited or as otherwise agreed. If you request Institute of Amateur Cinematographers 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 Institute of Amateur Cinematographers 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 Institute of Amateur Cinematographers 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.

Charity Reg.No: 260467

Gift Aid

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As a Registered Charity IAC can reclaim the tax you have paid on the amount of your subscription and other donations

Gift Aid doesn't cost you anything but it can make your subscription and donations worth more

1. To qualify for Gift Aid you must pay an amount of income tax and/or Capital Gains Tax at least equal to the tax that we reclaim on your subscription and donations in the tax year.
2. You can cancel this declaration at any time simply by notifying us and you should do so if you cease paying income tax or capital gains tax.
3. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
4. If you are in any way unsure about this process, ask us, or ask your local tax office for leaflet IR65.
5. Please notify us if you change your name or address.
6. Gift Aid is not available for Clubs / Societies or Members resident overseas.

Gift Aid makes your money go further and holds down fees for all IAC members. Thank you.

I would like the Institute of Amateur Cinematographers to reclaim the tax on all donations and subscriptions I have made in the past four years and all future donations and subscriptions until I notify you otherwise.

Title: …… **Full Forename(s)**…… **Surname:** ……

Address:……**Postcode:**……