

# Instruction to your bank or building society to pay by Direct Debit

Please print, complete and send to: Freepost RTJH-YHUB-GYKB, Scottish Poetry Library, 5 Crichton's Close, Canongate, Edinburgh EH8 8DT

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Reference (office use)

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Instruction to your bank or building society

Please pay the Scottish Poetry Library 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 Scottish Poetry Library 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 is not part of the Instruction to your bank or building society and will be detached by the Scottish Poetry Library before submission to the paying bank.

Name: ..... Address: .....



Email address (optional): ..... Telephone (optional): .....

I would like to receive my membership benefits by email where possible

Choose your annual Friends membership (discounted rates for Direct Debit):  Educator £45

Choose your membership benefits, as many as you would like:  One copy of the latest *Inspired? Get Writing!*

Book  Two exclusive poetry poster downloads per year with teaching tips  'Early bird' National Poetry Day pack

including teaching tips  20% discount on a CPD session  *Poetry Reader* magazine subscription (twice a year)

Our events programme delivered (twice a year) and 20% discount on full price tickets  10% discount in our shop,

within the Library and online  Free postal borrowing throughout the UK  Voting rights at our AGM and delivery of

our Annual Review



Please treat as Gift Aid donations all qualifying gifts of money made to the Scottish Poetry Library

today  in the past 4 years  in the future (please tick all boxes you wish to apply). I confirm I

have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at

least equal to the amount of tax that all the charities or Community Amateur Sports Clubs that I donate to will reclaim

on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand

the charity will reclaim 25p of tax on every £1 donated.

Signature..... Date .....

Please notify the Scottish Poetry Library of any changes to your eligibility for Gift Aid, your name or your address. Unfortunately your membership is not eligible for Gift Aid if you claim it as a professional expense, so please let us know if this is the case.