

The Civil Aviation (Contributions to the Air Travel Trust) Regulations 2007

## 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:

**Air Travel Trust**  
 Civil Aviation Authority  
 K3 CAA House  
 45-59 Kingsway  
 London  
 WC2B 6TE

Service User Number

4	3	0	2	9	9
---	---	---	---	---	---

FOR AIR TRAVEL TRUST OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.

Received:

Entered by: ..... Date: ..... Checked by: .....

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 the Trustees of the Air Travel Trust 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 Trustees of the Air Travel Trust and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)


Date

Reference – ATOL Licence Number

A	T	O	L																
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banks and Building Societies may not accept Direct Debit Instructions from 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 Trustees of the Air Travel Trust will notify you five working days in advance of your account being debited or as otherwise agreed. If you request the Trustees of the Air Travel Trust 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 the Trustees of the Air Travel Trust 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 the Trustees of the Air Travel Trust ask 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.